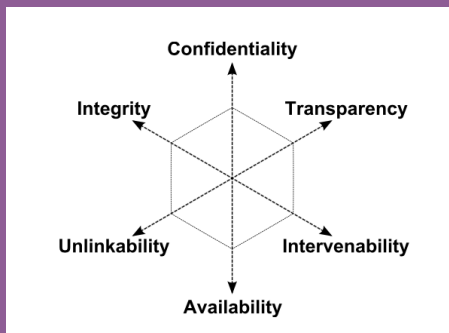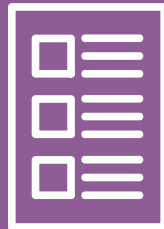# HOW TO TREAT PERSONAL DATA IN RESEARCH?

Responsible use of sensitive data, before, during and after research.

PRIVACY BY DESIGN AND BY DEFAULT

In your research design, address these six security and privacy goals, as identified by: www.datenschutzzentrum.de

Participate in a *data protection impact assessment* to identify risks and formulate countermeasures.
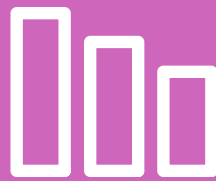
Communicate the security and privacy measures for your research with all participants and data subjects.

BEFORE RESEARCH

Make sure your data subjects are well informed about the purpose of the research and their risks, before they sign the *informed consent form*.

Only generate and use data that are relevant for the purpose of your research: *data minimisation*

Use a computer with an encrypted hard drive, encrypt your sensitive data, use *SURFdrive* for safe and secure file storage and sharing.

DURING RESEARCH

Anonymise and / or pseudonymise the data and work with the de-identified data.

Work safe: don't leave printouts on the printer or desk, don't use public wifi, don't work where others can easily watch your screen or can hear you talk.

During research feel free to consult us in case of practical issues or just to reflect on aspects.

AFTER RESEARCH

Make your de-identified data *Findable* and *Accessible* in the DANSeasy national data repository. If possible, additionally provide metadata for making your data *Interoperable* and *Reusable*. #FAIR data

National Coordination Point Research Data Management