



## DMP tool with GDPR registration

Maarten van Bentum, Hendri Hondorp (Library, ICT Services and Archive - LISA)



# UT tool DMP and GDPR registration

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- Context
- Tool (demo)
- Usage
- Management

# Context

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- Objectives:
  - user friendly front-end
  - combined process with GDPR registration (and ethics review)
  - export for external parties (funders)
  - rdm information management (back-end)
- Gradual development from existing tools (DMP: word form, GDPR: webform, Ethics review: **different** forms)
- Actual situation:
  - DMP-GDPR tool, **separate** Ethics review tool in development
  - DMP mandatory, linked to RDM course (mandatory for PhD's)
- Future: linking between DMP-GDPR tool and Ethics review tool.

# Tool

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- Orbeon forms (<https://www.orbeon.com/>)
- Open source software, cheap, good and quick support
- Smart forms, such as repeating tables, dependent fields, automatical population and calculation, etc.
- Review workflow
- Export to pdf, **not** possible to share or copy in editable format
- Searches, overviews
- Reports on database level (in development), output to PowerBi for graphics

# Demo

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- <https://webapps-test.utsp.utwente.nl/dmpstartpage/home>



# YOUR DATA MANAGEMENT PLANS AND GDPR REGISTRATIONS

DMP and GDPR for Bentum, M. van

Created	Modified	Registration	Title of research		
24-03-2021	24-03-2021	DMP+GDPR	Not Present	Open	Delete
24-03-2021	24-03-2021	DMP	Not Present	Open	Delete
24-03-2021	24-03-2021	DMP+GDPR	Not Present	Open	Delete
24-03-2021	24-03-2021	DMP	Not Present	Open	Delete
24-03-2021	24-03-2021	DMP	Not Present	Open	Delete
17-03-2021	17-03-2021	DMP	Not Present	Open	Delete
16-03-2021	16-03-2021	DMP+GDPR	Not Present	Open	Delete
11-03-2021	11-03-2021	DMP+GDPR	Not Present	Open	Delete
24-02-2021	24-02-2021	DMP	Not Present	Open	Delete
24-02-2021	24-02-2021	DMP	Not Present	Open	Delete

1 - 10 of 78 items

Reviewers please click this link [Dmp](#)

[New Document](#)

## ▼ Introduction

Welcome to the UT tool for writing your data management plan (DMP) and the notification of processing of personal data in research in compliance with the General Data Protection Regulation (GDPR registration).


This DMP form has a generally accepted structure which complies to the policy of funders like NWO and ZonMw. The EU allows you to deliver a DMP based on this form as well.

When filling in the answers, please check data policies and guidelines of your research group, department, or faculty and/or the UT research data management policy. Also the website of these organization units may contain relevant information.

This DMP form can or must be reviewed. When your draft version is ready for review press "Save and Review" to start/continue this review process. An e-mail message is sent to the Reviewer. The same holds for GDPR registration.

## ▼ Choose your form

### What do you want to do?

- DMP
-   DMP with GDPR Registration
- GDPR Registration

*When you will process personal data in terms of the European General Data Protection Regulation (GDPR), choose option 2 or 3, the latter for instance in case you have already a DMP. UT bachelor or master students are not obliged to make a DMP but in case of processing personal data should do a GDPR registration (option 3). [More information](#).*

### Do you write this DMP in the context of the RDM course?

- Yes  No

## ▶ Information about review process and buttons at the bottom of this form

[☰ Summary](#)[Save & Review](#)[Save draft](#)[📄 pdf](#)

### What do you want to do?

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- DMP with GDPR Registration
- GDPR Registration

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### Do you write this DMP in the context of the RDM course?

- Yes  No

### Reviewing the form

Funders like NWO only accept your DMP when it has been reviewed. The DMP can be reviewed by the data steward in your faculty by using the 'Save&Review' button at the end of the form.

The GDPR Registration will be reviewed by the Data Protection Officer (DPO) of the UT by using the 'Save&Review' button at the end of the form.

**i** Your faculty

### General

### Data collection

### Data documentation

### Data storage

### Data security

### Data selection and preservation

### Data availability for reuse

### GDPR registration of processing personal data

According to the General Data Protection Regulation (GDPR) registration is mandatory when personal data are processed in research. If personal data are handled in your research, you need to answer the questions below. Your research will then be added to the GDPR register of the University of Twente. Click [here](#) for more information



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
**i** Your faculty

▼ **i** General

**i** G1. Short title of the research

Comment →

Comments G-1

**B** *I*    

Title not short enough

G2. Full title of the research

Comment →

\* G3a. Name of the researcher

*If this is not the right name, please change it (use the same format)*

\* G3b. Email Address of the researcher

*If this is not the right email address, please change it*

Comment →

G4. Name of the supervisor or principal investigator (PI)

*Please fill in as the following examples: Einstein, A. ; Tocqueville, A.C.H. de ; Waals, J.D. van der*

Comment →

\* G5. Name of research group/department

\* G6. Faculty

General

**G1. Short title of the research**

Comment →

**G2. Full title of the research**

Comment →

**\* G3a. Name of the researcher**

*If this is not the right name, please change it (use the same format)*

Comment →

**\* G3b. Email Address of the researcher**

*If this is not the right email address, please change it*

**G4. Name of the supervisor or principal investigator (PI)**

*Please fill in as the following examples: Einstein, A. ; Tocqueville, A.C.H. de ; Waals, J.D. van der*

Comment →


**\* G5. Name of research group/department**

*Please, type the abbreviation of your research group in format:*

*Faculty+Research Group; (e.g. EEMCS-HMI, ITC-ESA, BMS-HTSR)*

Comment →

**\* G6. Faculty**

Please select: 

Please select:

- Behavioural, Management and Social sciences (BMS)
- Engineering Technology (ET)**
- Electrical Engineering, Mathematics and Computer Science (EEMCS)
- Geo-Information Science and Earth Observation (ITC)
- Science and Technology (TNW)

**G7. Description of the research**

Comment →

**G8. Funding body**

NWO  EU  ZonMw  Other

*In case of NWO, EU and ZonMw, this form is in accordance with their policy. Please note that the ERC Data Management Plan is not a part of the Ethics Review. It is the responsibility of the Principal Investigator to inform the ERCEA Ethics Team of any ethics issues/concerns regarding the collection, processing, sharing and storage of data in relation to the project. The Principal investigator can also be asked to submit an Ethics Data Management Plan (Ethics DMP). For more information you can contact the UT [Strategic Business Development](#) office*

Comment →

In the field 'Name', please fill in as the following examples: Einstein, A. ; Tocqueville, A.C.H. de ; Waals, J.D. van der

Start with who is responsible for implementing the DMP, and for ensuring it is reviewed and, if necessary, revised. Furthermore, indicate who has a role or responsibility in data collection, data analysis, data storage, etc. In case of a collaborative research project, think of the RDM coordination role and responsibility. Check both project organization and research group policies.

Comment →

#### G15. Laws, policies, contracts and agreements to comply with

- RDM policy UT / faculty / research group
- General Data Protection Regulation (GDPR)
- Medical Research Involving Human Subjects Act (WMO)
- Contract (funding bodies, partners, third parties)
- Other

In principle the handling of data in your research must comply with RDM policies of the UT, faculty and group. However, additional options may apply. When you process personal data your research must comply with the GDPR. Third-party contracts may deal with ownership, responsibilities and requirements about the handling of research data.

Comment →

#### G16. Estimated total costs (€) involved in data management

You can not enter a value here, as this will be automatically filled in as a total of the costs you add in the following sections.

#### \* G17. Name of reviewer

Date of review

<input type="text" value="Simone Fricke (ET)"/>	<input type="text" value="DD/MM/YYYY"/>
---	---

The person in your faculty who can review your DMP.



### ▼ Data collection

The answers to the following questions should be entered in the table below. Make separate items for each type of data you collect or generate, also specify personal data separately, in order to link them to the GDPR registration section.

1. Add for each set of data you will collect or generate a descriptive title and the type of data. Think of observational data, experiment data, simulation data and/or derived or compiled data. Also mention materials, such as lab notebooks, field diaries, informed consent, or algorithms, scripts, etc. Add physical data or materials, like samples, as well. Make separate items for personal data. Indicate whether it concerns secondary data (pre-existing data collected or generated by other people or organizations)
2. Which form will these types of data have (e.g. text, numbers, tabular data, survey data, models, software, audio, video, physical samples)?

€ 0,00

You can not enter a value here, as this will be automatically filled in as a total of the costs you add in the following sections.

\* G17. Name of reviewer

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Simone Fricke (ET)

DD/MM/YYYY

The person in your faculty who can review your DMP.

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2. Which form will these types of data have (e.g. text, numbers, tabular data, survey data, models, software, audio, video, physical samples)?
3. Which file format will the types of data have (e.g. pdf, xls, doc, txt, rdf)?
4. Which software or tools are needed to create, process and/or visualize these types of data?
5. Do these types of data contain personal data in terms of the European General Data Protection Regulation (GDPR)? If yes, tick the checkbox and register the processing of this personal data after finishing the DMP sections.

	DC1. Descriptive title / type of data	DC2. Form	DC3. File format	DC4. Software/tools	DC5. Personal data
					
	2345				<input checked="" type="radio"/> Yes <input type="radio"/> No
	890000				<input type="radio"/> Yes <input checked="" type="radio"/> No

At some point in the research will personal data be anonymized or pseudonymized?

Yes  No

Anonymization of personal data means de-identification that is not reversible: once personal data has been stripped of identifying data, it is no longer possible to trace back to natural persons. Pseudonymization means that personal data are replaced by a key, making it possible to trace back to natural persons.

Comment →

DC6. In case you use secondary data which source will be used?

Secondary data can be used from very different sources, such as data available in your own research group, from databases managed and offered by (inter)national institutes, e.g.

DS2. What will be the estimated total costs (if incurred in the collection, generation and/or use of data).

€

Think of costs for acquiring, processing or analyzing the data or for getting informed consent. Use cost estimations which possibly are available in the research project budget. For more information, see [Guide Research Data Management and Costs](#).

Comment →

▸ Data documentation

▾ Data storage

Use the table below to answer the the following questions for each type of data you collect or generate. If you want to add or change an item, please return to the table Data Collection.

1. What storage medium will you use for the master files of your data?
2. In case of non-UT central storage media, what will be the backup frequency and location?

It is UT policy to store the original files (master files) from which you make work copies of the research data on UT network file servers, such as the 'Home directory' or the 'Project and organization directory'. Data files on UT network servers are stored in the UT data centre and backed up daily. Have a look at the UT options for [storing your research](#) and the [backup procedure](#). For questions and more information, contact the [ICT Account manager](#) in your faculty.

If you are, by third-party agreement, bound to store the master files on another medium, be aware of adequate backup frequency and location. Storing master files of data on laptops, stand-alone hard drives or portable storage devices such as USB-sticks, is not in compliance with the UT data policy.

Type of data	DS1. Storage Medium	DS2. Backup Frequency	Backup location	
<input type="text" value="2345"/>	<input type="radio"/> UT Network Storage <input type="radio"/> Non UT Network Storage	<input type="text" value="Please select."/> ▾	<input type="text"/>	⊖
<input type="text" value="890000"/>	<input type="radio"/> UT Network Storage <input type="radio"/> Non UT Network Storage	<input type="text" value="Please select."/> ▾	<input type="text"/>	⊖

Comment →

DS3. In case of storing master files (also) on other media than the UT network file servers, what are the reasons of this?

If (master files of) data must be (also) stored on servers of external parties, please refer to the contract or agreement.

Comment →

DS4. If other storage media for work copies of your data files will be used, specify this here.

information, see [Guide Research Data Management and Costs](#).

Comment →

## ▸ Data documentation

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Use the table below to answer the the following questions for each type of data you collect or generate. If you want to add or change an item, please return to the table Data Collection.

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Type of data	DS1. Storage Medium	DS2. Backup Frequency	Backup location
2345	<input checked="" type="radio"/> UT Network Storage <input type="radio"/> Non UT Network Storage	Daily	UT Data Centre
890000	<input type="radio"/> UT Network Storage <input checked="" type="radio"/> Non UT Network Storage	Please select:	
	Please specify other storage		

**What will be the estimated total volume of data stored on UT network servers?**

Please select:

Please select:

- < 1 GB
- 1-10 GB
- 10-100 GB**
- 100-1000 GB
- > 1000 GB

If (master files of) data must be (also) stored on servers of external parties, please refer to the contract or agreement.

## Data selection and preservation

Use the table below to answer the the following questions for each type of data you collect or generate. If you want to add or change an item, please return to the table Data Collection. In case of a new item, don't forget to add information, also in the table of Data Storage section. Be aware that secondary data should not be added in this table. You can give details about preservation of secondary data in question 5.

1. Which of the data will be selected for preservation?
2. Which file formats will be used for long-term preservation and accessibility?
3. After the end date of the project, how many years should the selected data be preserved?
4. What must be done with the data after the end of the preservation period?

When archiving data, use non-proprietary (open) persistent formats, such as pdf, txt, rif, dot, tif, flac, csv or xml. More information about preferred formats you can find at [DANS](#) or [4TU.ResearchData](#). Preserve the data for at least 10 years (in compliance with the UT data policy) unless there are legal or contractual conditions for choosing another preservation period. In some cases, data files have to be destroyed when the data are not needed anymore for the purpose for which it has been processed, mostly when containing sensitive personal data.

Type of data	DSP1. To be preserved	DSP2. Preservation format	DSP3. Preservation period	DSP4. Post preservation action
2345	<input checked="" type="checkbox"/>		<div style="border: 1px solid #ccc; padding: 2px;"><p>Please select: <span style="float: right;">v</span></p><p>Please select:</p><p>0 yrs</p><p>1-4 yrs</p><p style="background-color: #007bff; color: white;">5 yrs</p><p>6-9 yrs</p><p>10 yrs</p><p>&gt; 10 yrs</p></div>	<input type="radio"/> To be destroyed <input checked="" type="radio"/> To be decided <input type="radio"/> Other
890000	<input type="checkbox"/>			

What will be the estimated total volume of the selected data to be preserved?

Please select: v

Comment →

### DSP5. Are there secondary data to be preserved?

Yes  No

Whether or not you are allowed to preserve secondary data depends on the terms of use. In either case, explain how accessibility to the data you used will be arranged after the project.

Comment →

### DSP6. For the sake of proper verification and reuse, what preparations will be made before archiving the data ?

In some cases, data need to be cleaned, processed further, checked, etc. before being archived in a data repository. Also digitization or file conversion may be needed. When personal data is used anonymization or pseudonymization is needed.

Example: patients, employees, students, children.

Comment →

### 8. What personal data will be processed?

This information is copied from the table in the section Data Collection. If you need to change or add information, you have to do so in the Data Collection table. **Do not forget to update the information in the tables in the sections Data Storage, Data Selection and Preservation, and Data Availability for Reuse.**

2345

Comment →

### 9. What special personal data regarding the mentioned category of data subjects will be processed?

Be aware of the conditions for processing these special personal data, such as having explicit consent from the data subject for processing those personal data for one or more specified purposes. See [GDPR art. 9](#).

- none
- sex life or sexual orientation
- religious or philosophical beliefs
- trade-union membership
- racial or ethnic origin
- criminal justice data
- political opinions
- genetics data
- health
- biometrics data for purpose of uniquely identifying a natural person

Comment →

### 10. How long will personal data be preserved?

If you need to change the preservation period, you have to do this in the Data Selection and Preservation table. The preservation period must be related to the purpose of the processing. It is not allowed to keep personal data longer than the purpose for which they were processed. After that time, the data must be erased or completely anonymized. When personal data under a different law have a mandatory preservation period, and this is longer than is appropriate for the purpose of the processing, then this mandatory preservation period applies.

Type of data

2345

Preservation period

5 yrs

Comment →

### 11. After the end of the preservation period, will the personal data be destroyed automatically or manually?

- Automatically
- Manually

Comment →



DD/MM/YYYY



I declare that the information in this GDPR registration is correct.

Comment →

GDPR Registration reviewed and accepted by Data Protection Officer (DPO)

DD/MM/YYYY



To be filled in by the DPO when this GDPR registration has been adapted in accordance with comments. As long as this date is not filled in, comments will remain visible.

### Information about review process and buttons at the bottom of this form

#### The Process:

1. The researcher
  - fills in or edits questions of the DMP and/or GDPR registration;
  - presses 'Save' to store a draft version;
  - presses 'Save & Review' to store the version to be reviewed. The message "the DMP/GDPR registration is ready for review" is sent to the reviewer of the DMP and/or the Data Protection Officer (DPO) for reviewing the GDPR registration.
2. The DMP-reviewer or DPO
  - receives the message "the DMP/GDPR registration is ready for review";
  - writes comments in the DMP/GDPR registration;
  - presses 'Save' to store a draft version with review;
  - presses 'Save & Review' to store the reviewed version to be edited by the researcher. The message "the DMP/GDPR registration is reviewed" is sent to the researcher.
3. (1) and (2) will repeat until the DMP-reviewer or DPO accepts the DMP/GDPR registration. The message "This DMP/GDPR has been accepted by the reviewer/DPO in accordance with comments" is sent to the researcher and is shown in the DMP/GDPR registration.
4. The researcher
  - presses 'PDF' to make a pdf for sharing, e.g. with the funder or TGS (Twente Graduate School).

#### The Buttons:

<b>Summary</b>	Use this button when you want to have an overview of your DMP/GDPR registrations. You return to the DMP startpage. If a message "Are you sure you want to leave this page?" appears, to avoid loss of your input use the button 'Save' or 'Save & Review'.
<b>Save &amp; Review</b>	Use this button when you are ready for reviewing your DMP/GDPR registration. Your DMP/GDPR registration is saved and a message is sent to the reviewer (DMP) and/or the Data Protection Officer (GDPR).
<b>Save</b>	Use this button when you want to save a draft of your DMP/GDPR registration. During this phase (edit and save draft) your document is locked until you press 'Save & Review' or 'Summary'.
<b>PDF</b>	Use this button at any moment you want to create a pdf of your DMP/GDPR registration, for instance to share a reviewed version of the DMP with the funder or TGS.

Summary

Save & Review

Save draft

pdf



	Status	Modified	Application	Form	Title
<input type="checkbox"/>	Available	Mar 4	UT-DMP-GDPR	UT_DMP-GDPR-v3-2-GDPR-aangepast	DMP and/or GDPR Registration
<input type="checkbox"/>	Available	Feb 23	UT-DMP-GDPR	UT_DMP-GDPR-v3-2	DMP and/or GDPR Registration
<input type="checkbox"/>	Available	Jan 18	TESTSEARCH	TESTSEARCH	TESTSEARCH
<input type="checkbox"/>	Available	Jan 18	TEST-READ-ONLY	TEST-READ_ONLY	TEST_READ_ONLY
<input type="checkbox"/>	Available	11/03/20	UT-DMP-GDPR	UT_DMP-GDPR-v3-1	DMP and/or GDPR Registration
<input type="checkbox"/>	Available	10/02/20	UT-DMP-GDPR	UT_DMP-GDPR-v3	DMP and/or GDPR Registration
<input type="checkbox"/>	Unavailable	10/02/20	UT-DMP-GDPR-test-permissions	UT_DMP-GDPR-v3	DMP and/or GDPR Registration
<input type="checkbox"/>	Available	08/19/20	RDM	Storage-Decision-Tree	Find the best way for store, share or transfer your research data
<input type="checkbox"/>	Available	08/18/20	UT-DMP-GDPR	UT_DMP-GDPR-v3-met-review-signalering	DMP and/or GDPR Registration
<input type="checkbox"/>	Available	08/10/20	TEST	TESTsamenvatting	Samenvatting
<input type="checkbox"/>	Available	07/17/20	UT-DMP-GDPR	TEST-permissions	Test user en user
<input type="checkbox"/>	Available	07/17/20	UT-DMP-GDPR	UT_DMP-GDPR-v3-nonEU	DMP and/or GDPR Registration
<input type="checkbox"/>	Unavailable	07/09/20	UT-DMP-GDPR	UT_DMP-GDPR-v3-test	DMP and/or GDPR Registration
<input type="checkbox"/>	Available	07/06/20	Datum	Datum	Datum
<input type="checkbox"/>	Available	07/04/20	Tijd	Tijd	Tijd
<input type="checkbox"/>	Unavailable	06/29/20	TEST	TESTURL	TEST URL
<input type="checkbox"/>	Unavailable	06/19/20	RDM	Storage-Decision-Tree-Student	Find the best way for store, share or transfer your research data
<input type="checkbox"/>	Available	06/15/20	TEST-RDM	TEST-Storage-Decision-Tree	Find your best type of Storage for Research Data
<input type="checkbox"/>	Available	06/12/20	RDM	Storage-Decision-Tree-test	Find your best type of Storage for Research Data
<input type="checkbox"/>	Unavailable	06/05/20	RDM	StorageType	Find your best type of Storage for Research Data



Form Version 14

Search Forms

[Hide Search Options](#)

**Type** [Any] **RDM-Course** [Any] **Faculty** [Any] **Researcher** **Short-title**  
**Research-Group** **Storage** [Any] **∑ volume storage UT network** [Any] **∑ volume preserved** [Any] **Preservation period** [Any]  
**Archive** [Any] **Public data** [Any] **License** [Any]

- [Any]
- 4TU.RD
- DANS
- Other

modified	Type	RDM-Course	Faculty	Researcher	Short-title	Research-Group	Funder	Date	GDPR Registration
7 am	DMP+GDPR	No							
<input type="checkbox"/> Draft 3:36 pm 3:57 pm	DMP+GDPR	No	ET						
<input type="checkbox"/> Draft 3:06 pm 3:07 pm	DMP	No							
<input type="checkbox"/> Draft 3:06 pm 3:07 pm	DMP	No							
<input type="checkbox"/> Draft 3:05 pm 3:05 pm		No							
<input type="checkbox"/> Draft 2:30 pm 2:49 pm	DMP+GDPR	No							
<input type="checkbox"/> Draft 2:31 pm 2:42 pm	DMP+GDPR	No							
<input type="checkbox"/> Draft Mar 17 Mar 17	DMP	No							
<input type="checkbox"/> Draft Mar 16 Mar 16	DMP+GDPR	No							
<input type="checkbox"/> Draft Mar 11 Mar 11	DMP+GDPR	No	TNW						

1 to 10 of 13

Duplicate Delete

# Usage

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- Started in September 2019
- Linked to course RDM
- DMP's reviewed by data stewards / DPO
- UT DMP template accepted by NWO
- Use UT DMP template ***not*** mandatory

# Management

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- Technical management: LISA-IT (official UT system)
- Functional and content management: LISA (ICT account manager, data librarian)
  - Improvements and development: data stewards and research support coordinators (in contact with researchers), tool: issue tracker
  - Template version management (new form uses latest version)
  - Reports (number of dmp's per faculty/group, reviewed or not, size, etc.)

## More information

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**University of Twente**

**Library, ICT Services and Archive (LISA)**

**Maarten van Bentum (general issues): [m.vanbentum@utwente.nl](mailto:m.vanbentum@utwente.nl)**

**Hendri Hondorp (technical issues): [g.h.w.hondorp@utwente.nl](mailto:g.h.w.hondorp@utwente.nl)**