

# HOW TO TREAT PERSONAL DATA IN RESEARCH.

## RESPONSIBLE USE OF PERSONAL DATA BEFORE, DURING AND AFTER RESEARCH.

# 1

## PBD

Privacy By Design & Privacy By Default. In your research design, comply to the 'principles relating to processing of personal data' (Article 5, GDPR): lawfulness, fairness, transparency, purpose limitation, data minimisation, accuracy, storage limitation, integrity, confidentiality and accountability.

# 2

## DPIA

Data Protection Impact Assessment. Participate in a DPIA, with research support staff, Legal and IT, to identify privacy and security risks in your research project and formulate suitable countermeasures. These entail organisational aspects (roles and responsibilities) as well as using privacy enhancing technologies and trusted infrastructures. Document necessary steps in your data management plan.

# 3

## Inform

Make sure the participants in your research, as well as your research partners, are well informed about the purpose of the research, the risks for the participants and the implemented countermeasures.

# 4

## Control

Be in control and accountable: able to demonstrate compliance with the 'principles relating to processing of personal data'.

# 5

## Safe

Work with the de-identified data. Use a computer with an encrypted hard drive, encrypt your sensitive data, use a safe environment for file storage and sharing. Don't leave printouts on the printer or desk, don't leave your documents on a public computer, don't use public wifi, don't work where others can easily watch your screen or can hear you talk.

# 6

## FAIR

Make your de-identified data Findable, Accessible, Interoperable and Reusable in an online data repository. Use data citations in your publications to credit your work and the work by others.

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