



NSD

**Personal data,
Datamanagement and
Datamanagementplans**

Gry Henriksen, NMBU 09.04.2021

Today's content

Personal data

- Do you have personal data if...?
- GDPR, NSDs role and your institution
- NSD notification form

Data management/DMP

- Data management – what and why
- Data management plan – DMP
- NSD DMP+ tool

What is personal data?

- Directly identifiable
- Indirectly identifiable
- General personal data
- Sensitive personal data



Name

Phone.no

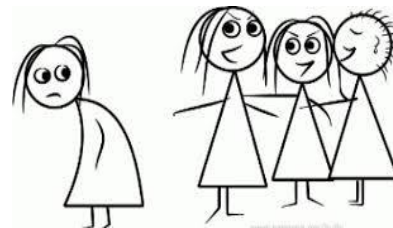
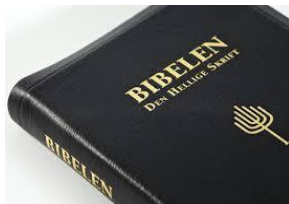


Home
address,
income

Sex, age

Education

Name, phone no,
email, IP-adr. sound,
video, background
variables



Anonymized data

- When all personal information is deleted
- There is NO way to link information to one unique identifiable person
- There exist no scrambling key



Do you handle personal data if..?

- Record an interview ?

Yes, voice recording is personal data

- Takes notes during an interview?

No, not if you only take notes

- Collect data from dogs, cats or other domestic animals?

Do you have information regarding the owner?

Then YES.

- While you analyse the data, and store the scrambling key

Yes, is there a scrambling key – then you have personal data.

Should the project be notified to NSD?

As long as a person at one point in your project can be identifiable in the data material you will collect. The project must be notified to NSD.

Regardless of whether the people are recognizable in your finished product. (publication, performance or other)

Do you need personal identifiable information?

Privacy 5 principles

- You should have a good scientific reason
- You must have a permit, legal basis
- You must show respect for the data subject and his/hers rights
- You must have appropriate data security
- You should not keep/store data longer then necessary



Questions?

GDPR – what is ‘new’ for research?

- Duty to document, duty to consult – not report like before
- Clearer requirements for the information provided to the informants
- The researcher must be able to document that information have been provided and that consent has been obtained
- Common legislation – it may be easier to share data between European countries
- Greater opportunity for reuse of data for research purposes



NSDs role

- - Assess the processing of personal data in research projects, on behalf of institutions
- - Help researchers and students to carry out their projects in line with the privacy regulations.
- - Advise and train on privacy, for example through presentations, telephone services and chat.



Responsibility of the institution and supervisors

- As the data controller, the institution must be able to document the processing of personal data.
- The institution is responsible for ensuring that there are guidelines and that they are available
- Supervisor who is daily responsible for student projects is responsible for the student's data collection and processing.
- Have the student filled out a notification form?
- Is the data collection compliant with the institutions policy?
- Where are the data stored? Private pc, mobile, cloud service?
- Are data deleted, or anonymised the end of the project?

Notification form

- To notify the processing of personal data in your project to NSD
- To document the processing of personal data for your institution
- Log in: <https://minside.nsd.no/>
- Use information in <https://www.nsd.no/en/data-protection-services>

OBS!! Remember which log in you used

Before you send in a Notification Form

- Research question or scientific purpose
- How will you collect personal data?
- How will you inform your participants and get their consent?
- Create an information letter [based on our template](#)
- Create an interview guide, questionnaire etc.
- If your project changes, you can update your Notification Form
- Send in the Notification Form at least 30 days before you plan to start collecting your data



Questions?

Datamanagement

- Research data
- Data management
- DMP – Data management plan
- Metadata
- Storing
- Archiving
- Data lifecycle



FAIR - Principles

Findable

Accessible

Interoperable

Reusable

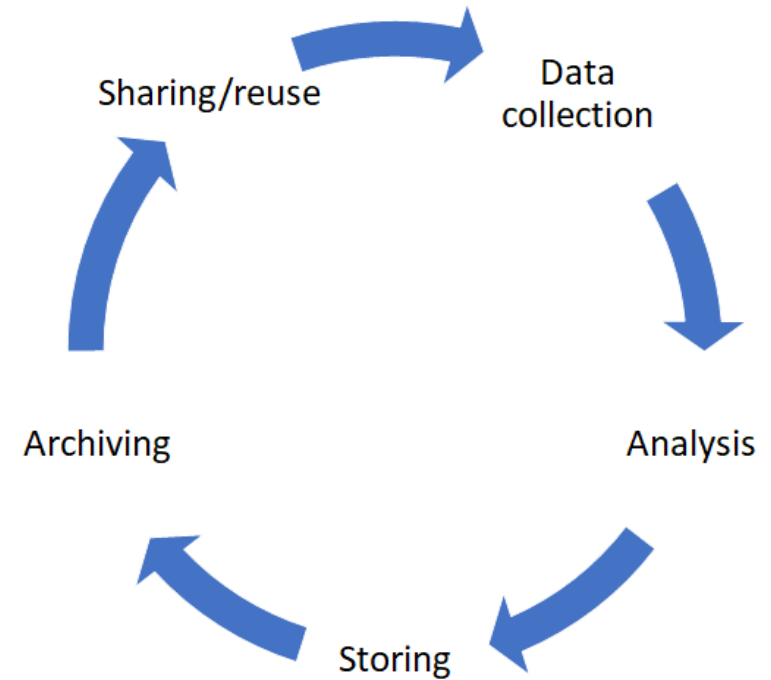
Open access ? Free Access?

Research data as open as
possible
as closed as necessary

Data life-cycle

Data management:

- how data will be collected
- how collected data will be organised/structure/analysed
- how data will be stored
- whether the data will be shared with others and who will have access (during research project and afterwards)
- whether data will be archived
- how data will be used in the future

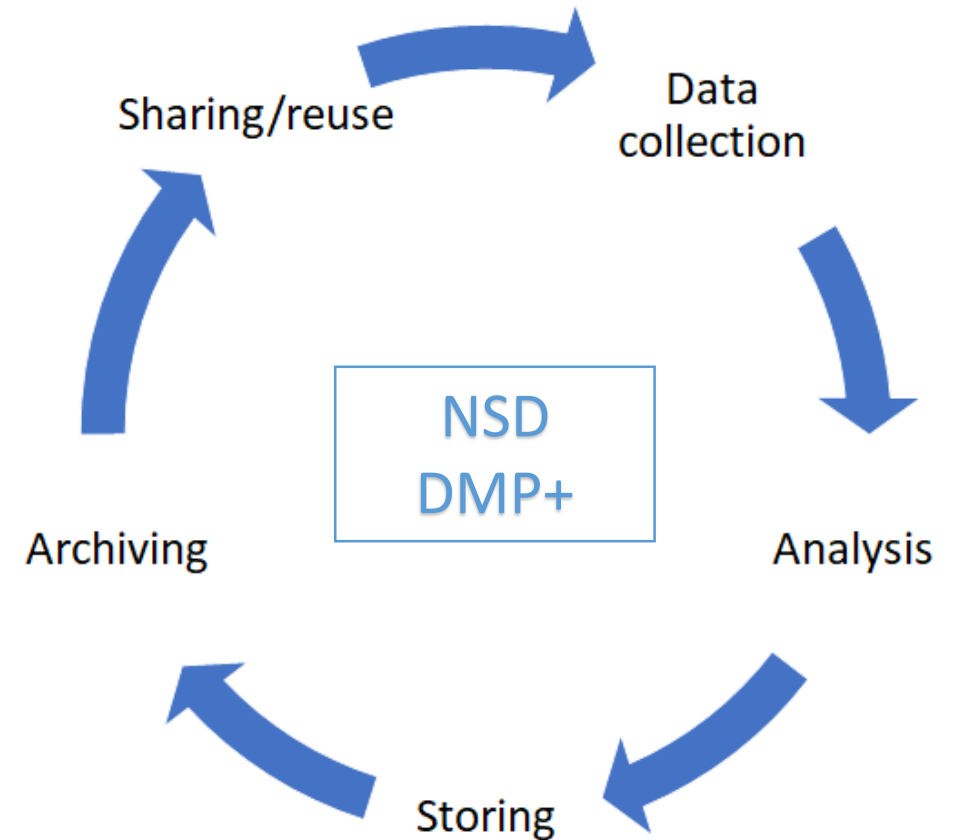


Why make a DMP?

REQUIRED

What's in it for you?

- One tool
- Better structure
- Help organize
- Easy to comply with NMBUs policy
- Easy overview
- Archiving easy
- Better data?????



Why NSD DMP?

- Meets requirements (NFR, H2020 ++)
- Online
- No attachments
- English/Norwegian
- Dynamic
- Sharable
- Exportable
- Many types of data
- Easy archiving
- Part of NMBUs documentation and overview






Questions?

Min side

For researchers:

- Projects
- Other NSD services
- Archived data
- Data access
- Supervisors- shared projects
- Easy archiving



NSD NORSK SENTER FOR FORSKNINGSDATA


 English ▾ Gry-Hege Henriksen ▾


Projects


My Shared


+ New project

Name	Created	Created by	Shared	DMP	Notification Form	Data orders
Fedme og overvekt blant barn og ungdom i Europa	29.11.2018	Trond Kvamme	9	0		
ACCESS Life Course - Upgrade & Expansion	12.10.2018	Marijke Veenstra	2	1		


Notification Form
Notify processing of personal data


Data management
Create a data management plans in line with requirements of The Research Council of Norway, the EU etc.


Archive data
NSD offers long-term storage and visibility of research data

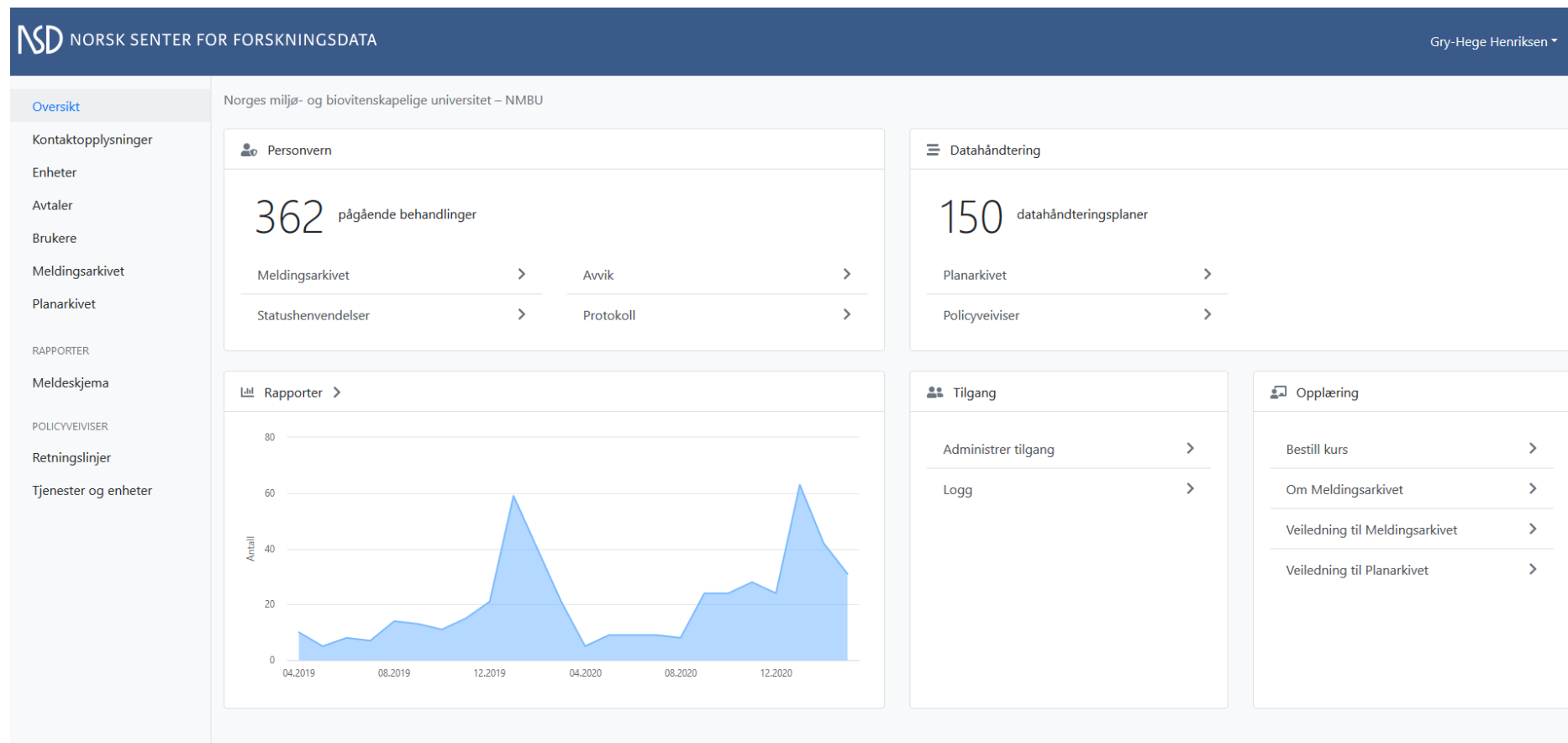

Access to data
Overview of your approved data applications

Tjenester for forskningsinstitusjoner finner du på institusjon.nsd.no

For research administration

For administrations:

- Easy overview
- Documentation
- Easy access



minside.nsd.no



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Overview of your approved data applications

My Notification Forms

[+ New Notification Form](#)

Title	Status	Created
meldeplikt test	● Not sent in	04.02.2020
NSD - Kurs om datahåndtering	● Not sent in	15.03.2019

minside.nsd.no



Projects

My

Shared

+ New project

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Overview of your approved data applications

My data management plans

[+ New data management plan](#)

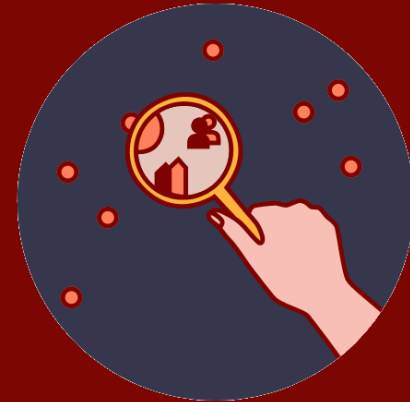
Name	Created	Modified	Actions
Test prosjekt for undervisning - demonstrasjon	07.04.2021	08.04.2021	⋮
Test prosjekt for undervisning - demonstrasjon	02.12.2020	02.12.2020	⋮
Test prosjekt for undervisning - demonstrasjon	02.12.2020	02.12.2020	⋮
Test prosjekt for undervisning - demonstrasjon	26.10.2020	28.10.2020	⋮
Test prosjekt for undervisning - demonstrasjon	01.03.2020	09.03.2020	⋮
ACCESS Life Course - Upgrade & Expansion v1	12.10.2018	13.02.2019	⋮



Questions?



Thank you for your attention!



NORSK SENTER FOR
FORSKNINGSDATA

www.nsd.no - @nsddata