

# Personal data in research

NMBU Research Support Office

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# Privacy rights defined

- Privacy rights ensure that people, who share personal information in research, have determination and control over how NMBU, students and employees process their personal data



# Privacy rights in detail

- Right to information about the data controller, purpose of processing personal data, and recipients
- Right to access
- Right to correction
- Right to erase
- Right to limited processing
- Right to protest



# What is personal data?

- Any information that makes it possible to *directly* or *indirectly* identify a person
- Name, identity number, phone number, e-mail address, IP-address
- Picture, video, recordings
- Information from sources about their background, e.g. where they live, what they do, that can disclose who they are (in combination with other information)

Did you know that a sound recording is personal data?

# Non-sensitive and sensitive data

- *Non-sensitive* (Yellow)
  - Name, address, phone, e-mail, identity number
- *Sensitive* personal data (Red and Black)
  - Ethnic or racial origin
  - Political, philosophical or religious perception/beliefs
  - Genetic or biometric information
  - Health information
  - Sexual orientation
  - Trade-union membership

# Processing of personal data



- Collection
- Registration
- Storage
- Compilation
- Use
- Transfer
- Publication
- Erasure

# Classifying research data

- Open (**Green**)
  - Data about animals, plants, bacteria, etc.
- Limited (**Yellow**)
  - Anonymised data, unpublished data, non-sensitive personal data
- In confidence (**Red**)
  - Certain types of sensitive personal data, personal files, safety buildings and information about a person's health
- Strictly in confidence (**Black**)
  - Large amounts of sensitive personal data, e.g. about people's health, research data of huge economic value

# NSD – Norwegian centre for research data

[www.nsd.no](http://www.nsd.no)



## Obligation to notify

- NSD is NMBU's Data Protection Advisor
- If you are handling personal data in a research project you must notify NSD
- Notifying NSD ensures required documentation on treatment of personal data
- NSD will be your guide



# Do you need personal data?

- Could you manage your project without collecting personal data?
- Have you explored alternatives?
- Has anyone collected similar data to yours?



# Notification form at NSD

- Take test on NSDs website
- If only one “yes” you must notify
- **NSD will ask for:**
- Purpose – why this study?
- What kind of personal data do you collect?
- Processing – what’s the plan?
- Information letter
- Interview guide
- Erasing/anonymizing data

The screenshot shows a notification form with the following sections and questions:

- Prosjektinformasjon**
- Behandlingsansvar**
- Utvalg og detaljer**
  - Utvalg 1
  - + Legg til utvalg
- Tredjepersoner**
- Dokumentasjon**
- Tillatelser**
- Behandling**
- Sikkerhet**
- Varighet**
- Tilleggsopplysninger**
- Send inn**

Questions and responses shown:

- Hva er behandling?  Ja  Nei
- Navn (også ved signatur/samtykke)  Ja  Nei
- Fødselsnummer eller andre nasjonale identifikasjonsnumre  Ja  Nei
- Fødselsdato  Ja  Nei
- Adresse eller telefonnummer  Ja  Nei
- E-postadresse, IP-adresse eller annen nettidentifikator  Ja  Nei
- Bilder eller videoopptak av personer  Ja  Nei
- Lydopptak av personer  Ja  Nei
- Gps eller andre lokaliseringsdata (elektroniske spor)  Ja  Nei
- Bakgrunnsopplysninger som vil kunne identifisere en person  Ja  Nei
- Genetiske opplysninger  Ja  Nei
- Biometriske opplysninger  Ja  Nei

# Roles and responsibility

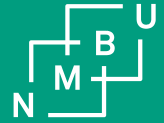
The project leader is:

- Supervisor in student projects
  - Ph.d.-candidates
  - Employees at NMBU
- Is it necessary to have personal data?
  - According to GDPR?
  - [Research ethics](#)
  - Notification to NSD
  - Data Management Plan
  - Report any discrepancy

# Collection of personal data



- Using Teams and Zoom are OK
- Sound and picture require agreement (sensitive data)
- Guidelines for using private unit (ex: mobile-phone) – **YELLOW**
  - Requires confirmation from NMBU – contact JOAa
- Not yet: Dictaphone in Word - not yet clarified



# Next: Q&A

Thank you!

