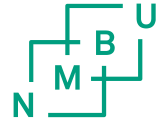


How to handle research data and personal data?

Workshop for master students at LANDSAM – 14 June 2021

Solveig Fossum-Raunehaug, NMBU Research Support Office

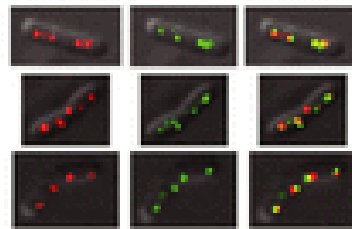
What is Research Data?



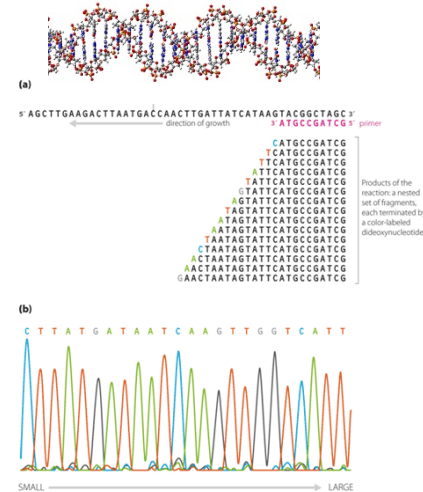
Research data are all registrations/records/reports of numbers, texts, pictures and sounds generated or created during research projects.



Survey/
Questionnaire



Pictures



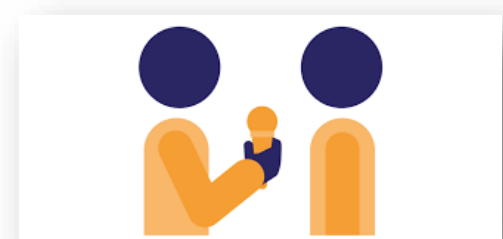
Sequencing data



Data from
the field

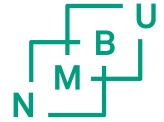
```
a.length;c++){  
& b.push(a[c]); }  
function h(){  
  #User_logged".a(), a = q(a), a  
  place(/+(?=)/g, ""), a = a.  
, b = [], c = 0; c < a.length;  
) {  
  c = 0; c.f = a.length;  
  c = b.length;  
}
```

Algorithms



Interviews

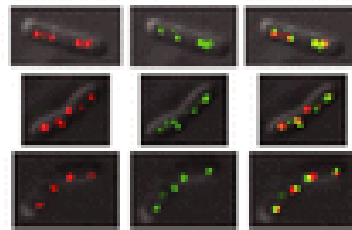
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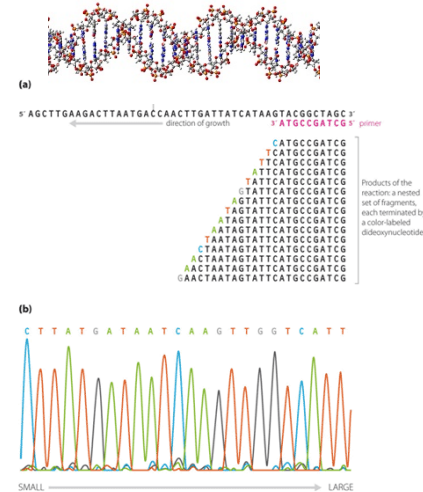
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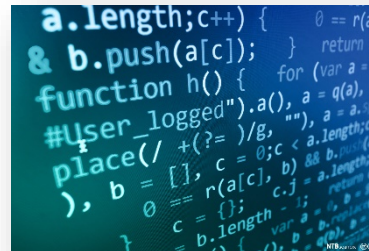
Pictures



Sequencing data



Data from
the field



Algorithms



Interviews

How to handle personal data and why?

- A student doing research is a **researcher**
- Certain rules that needs to be followed:
 - Research ethics
 - [NMBUs guidelines for handling Research data](#)
 - The Personal Data Act and General Data Protection Regulation (GDPR)

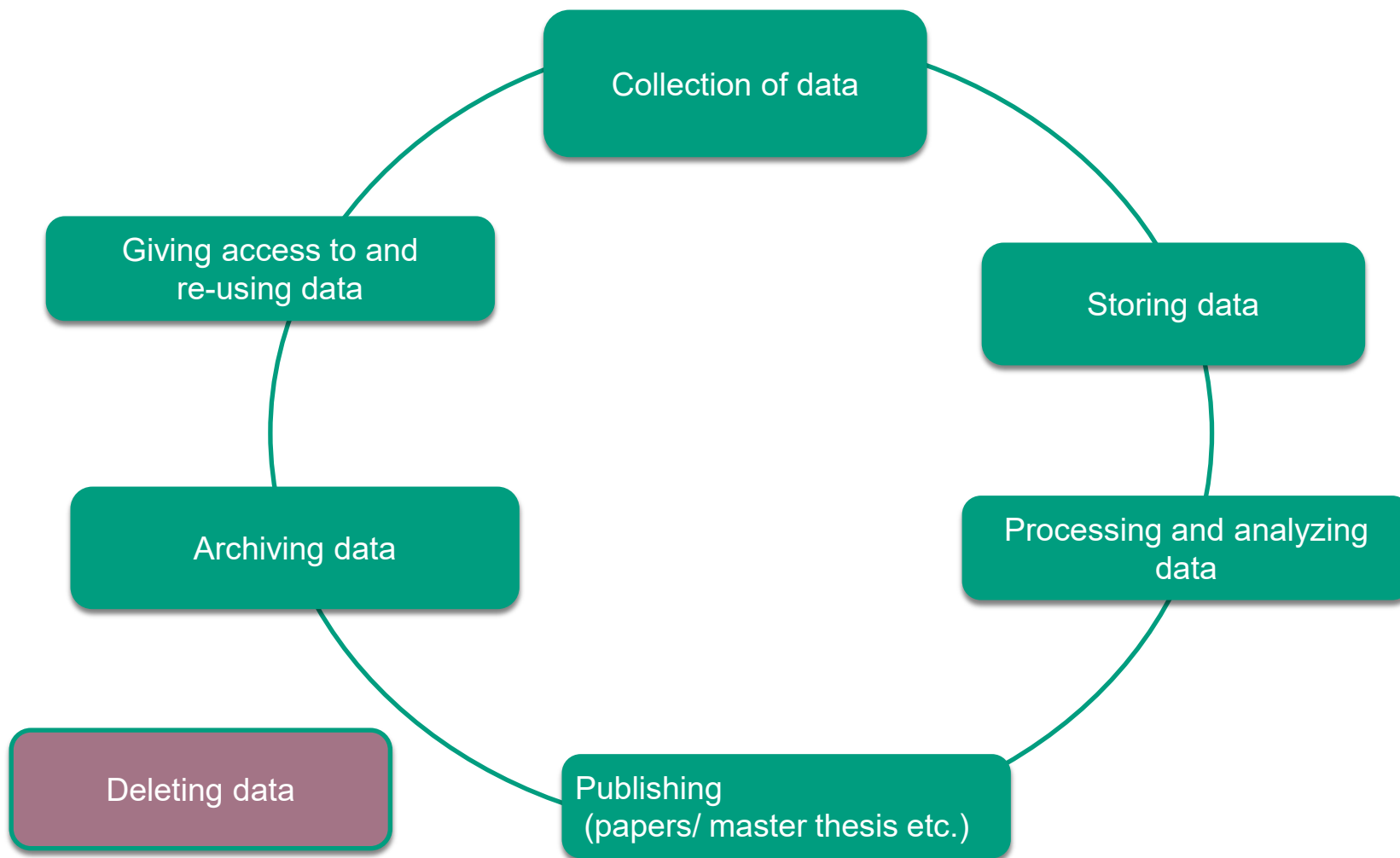


Who owns research data?

- In general, **students own their own research data**
- Sometimes your research data is to be used in a larger research project
- If so, you might need to transfer the ownership to your for ex your supervisor (see slide 15)

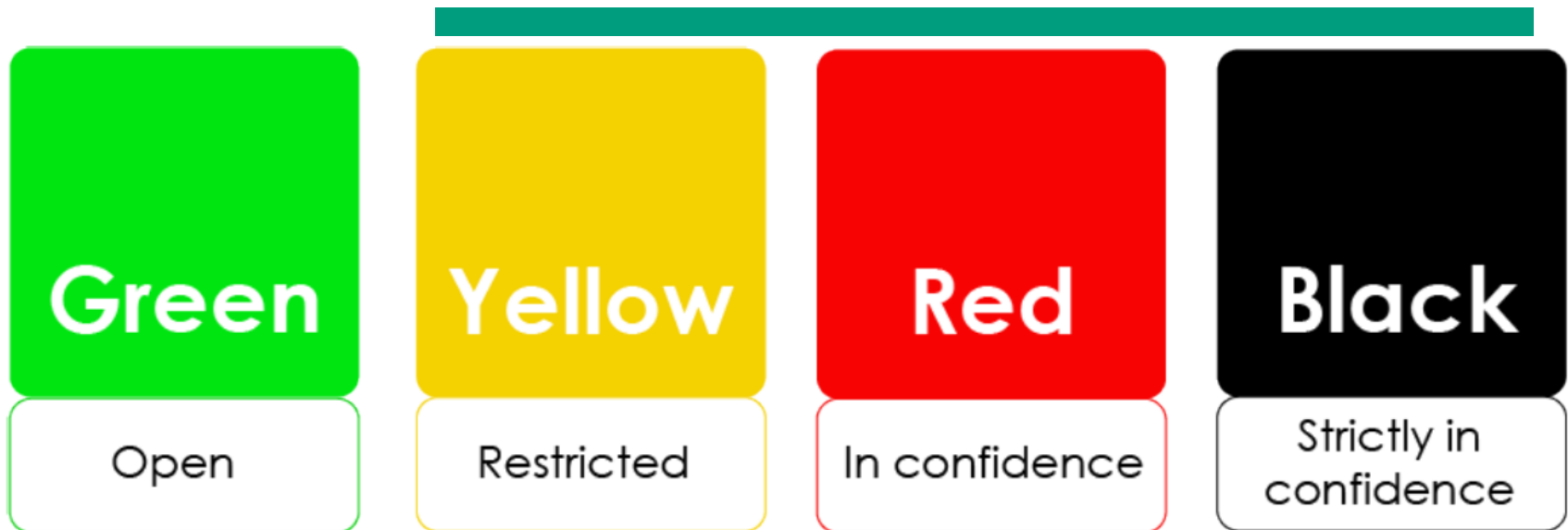


The Data Life Cycle



Classifying your data

Personal data



Non-sensitive data

Sensitive data

Collection of personal data

Collection of data could start when you have gotten your **approval** from NSD.



Storage of personal data

- Storage of personal data should **in general**:
 - be on your NMBU OneDrive area.
- How to access your [NMBU OneDrive area via Home Office](#)?
 - Download «Microsoft Remote Desktop» from App Store.
 - Go to <https://portal.nmbu.no> and login using your NMBU username and password

Storage of data on personal PC, laptop, iPad or similar



- Storage of data on personal PC, laptop, iPad or similar should be kept at a minimum.
- This may apply in situations without internet connection or similar.
- **Black data should not be stored on personal PC, laptop, iPad or similar**

Collection and storage of *non-sensitive* personal data

Yellow

- Nettskjema is an online "Ask and Act" service tool for surveys.
- All NMBU students have access to the service.
- Collected data is to be found within the Nettskjema tool and may be transferred to your NMBU OneDrive area.



Survey/ Questionnaire

How to handle *sensitive* personal data?

- Sounds are classified as sensitive personal data - RED data.
- In order to store RED data safely, data should be anonymized as soon as possible – data is then getting YELLOW (*non-sensitive* data)
- But what to do.....



Interviews

- Teams and Zoom could be used

- You need internet access
- Data is transferred to your NMBU OneDrive area
- Anonymize data as soon as possible and store the shrambling key separate of the data
- Delete the audio files as soon as possible



Interviews

- Nettskjema dictaphone could be used

- The dictaphone app will send the audio files directly into Nettskjema.
- For security reasons, it is not possible to play the audio recordings directly on your phone.
- The recording is encrypted and is temporarily stored on your phone until the phone is online (Wi-fi or 3/4G).



Interviews

- Nettskjema dictaphone could be used

When you have internet access

- store data on your NMBU OneDrive area
- anonymize data as soon as possible and store the shrambling key separate of the data
- delete the audio files as soon as possible



Interviews

What to do if your data is part of a larger research project?

- If your data is a part of a larger research project and/ or your supervisor wants to keep the data – you need to transfer the ownership of your data to your supervisor. Use
 - Avtalemal studenters deltakelse i forskningsprosjekter or
 - Agreement template regarding student participation in research projects
- Get access to **NMBU research data server** (called W:) by contacting the IT department.



Research Data Archiving

- A Research Data Archive is a repository that provides long-term storage for research data – also called deposit of data
- Research Data Archive provides users opportunities to archive, publish and share their data (reuse)



Research Data Archive at NMBU

- **Green** data and some types of **yellow** data (dependent of the consent) could be archived in research data archives.
- **NMBU Open Research Data** – ask the NMBU University Library for help
- NSD also has a research data archive
- Recommendation - Do not deposit your data via journals!



Webpages

Specific for students:

<https://www.nmbu.no/forskning/forskere/forskningsdata/node/42342>

forskere/forskningsdata

valg: Univ... NMBUs styrer, råd... Forskning | Norges... Forskningsutvalget... Forskerutda

Finansiering	Forskningsdata	Publiserings - ABC	Forskningsutvalget	Åpen forskning
Juridisk bistand	Mobilitet	Dokumenter og retnin...	Kurs og møter	Postdoktor



Policy og retningslinjer for håndtering av forskningsdata

Les mer om policyer/ strategier og retningslinjer for håndtering av forskningsdata vedtatt av NMBU, Forskningsrådet, Kunnskapsdepartementet og EU. Med håndtering av forskningsdata mener vi lagring av data i pågående prosjekter, arkivering av data ved publisering/ prosjektslutt og eventuell deling og tilgjengeliggjøring av data.



Datahåndteringsplaner (DMP)

Forskningsrådet og EU krever nå datahåndteringsplaner (DMP) i prosjekter de finansierer. Les mer om datahåndteringsplaner og hvordan få grunnleggende ferdigheter i datahåndtering.



Personvern i forskningen

På denne siden finner du mer informasjon om hva du gjør når du skal håndtere personopplysninger i forskningsprosjekter. Informasjonen gjelder for både studenter og ansatte.



Metadata og filformat

Forskningsdata må lagres og arkiveres i riktig filformat og også merkes med metadata. Metadata er data som tjener til å definere eller beskrive andre data.



Lagring av forskningsdata i pågående prosjekter

Forskningsdata som genereres i pågående prosjekter skal lagres på en sikker måte. Les mer informasjon her om lagring av "vanlige" forskningsdata, store datasett og forskningsdata med personopplysninger eller annen sensitiv informasjon.

or_researchers/researchdata

valg: Univ... NMBUs styrer, råd... Forskning | Norges... Forskningsutvalget... Forskerutda

NMBU / English Frontpage / Research / For researchers / **Research Data**

EU Research Funding	Postdoctoral fellow	Research Data	Research Excellence	Publishing ABC
Courses and meetings	Researcher mobility	Guidelines and docum...		



Research Data - guidelines and policies

Read more about the policies/ strategies and guidelines for handling research data laid down by The Norwegian University of Life Sciences (NMBU), The Norwegian Research Council, The Ministry of Education and by EU. The term "handling research data" implies what has to do with storage of data in ongoing projects, archiving data when publishing or at end of project, any data sharing and making data available.



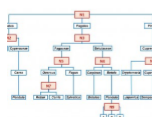
Data Management Plan (DMP)

The Norwegian Research Council and EU are currently demanding Data Management Plans (DMP) for all projects they are funding. Read more about the DMPs and how to attain basic skills in data management through Software carpentry.



How to handle personal or sensitive research data?

On this page you will find more information about what to do when handling personal data in research projects. The information applies to both students and employees.



Metadata and formatting

Research data must always be stored and archived in the correct format, and also be tagged as betadata. This data serves to define or describe other data.

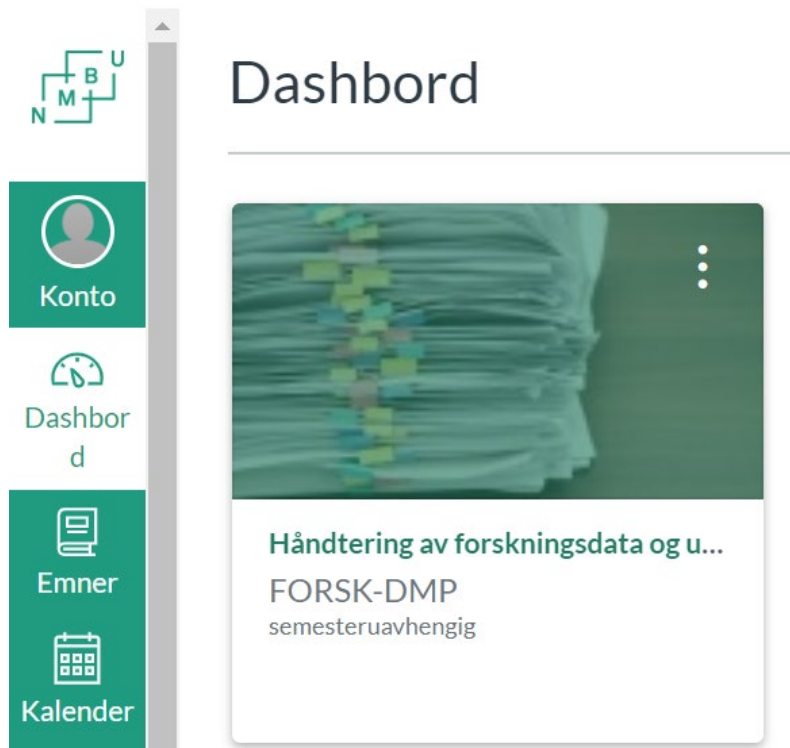


Storage of research data in ongoing projects

Research data generated in ongoing projects must be stored in a secure matter. Read more about storage of "normal" research data, big data and research data with personal information or other sensitive information.

Canvas course

- <https://nmbu.instructure.com/courses/4825>



Questions and comments?

