

Personal data, Data Management and Data Management plans

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Today's content

Personal data

- Do you have personal data if...?
- GDPR, Data Protection Service, our role and your institution
- The Notification form

Data management/DMP

- Data management – what and why
- Data management plan – DMP
- DMP as a tool



Sikt

What is personal data?

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



Name

Phone.no

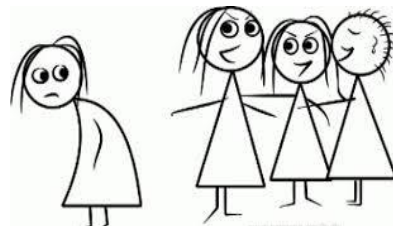


Home
address
income

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 the Data Protection Service?

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

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

The role of the Data Protection Service



- 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 The Data Protection Service
- 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

Demo – Notification form

Questions?

Datamanagement and Datamanagement plan



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



FAIR - principles

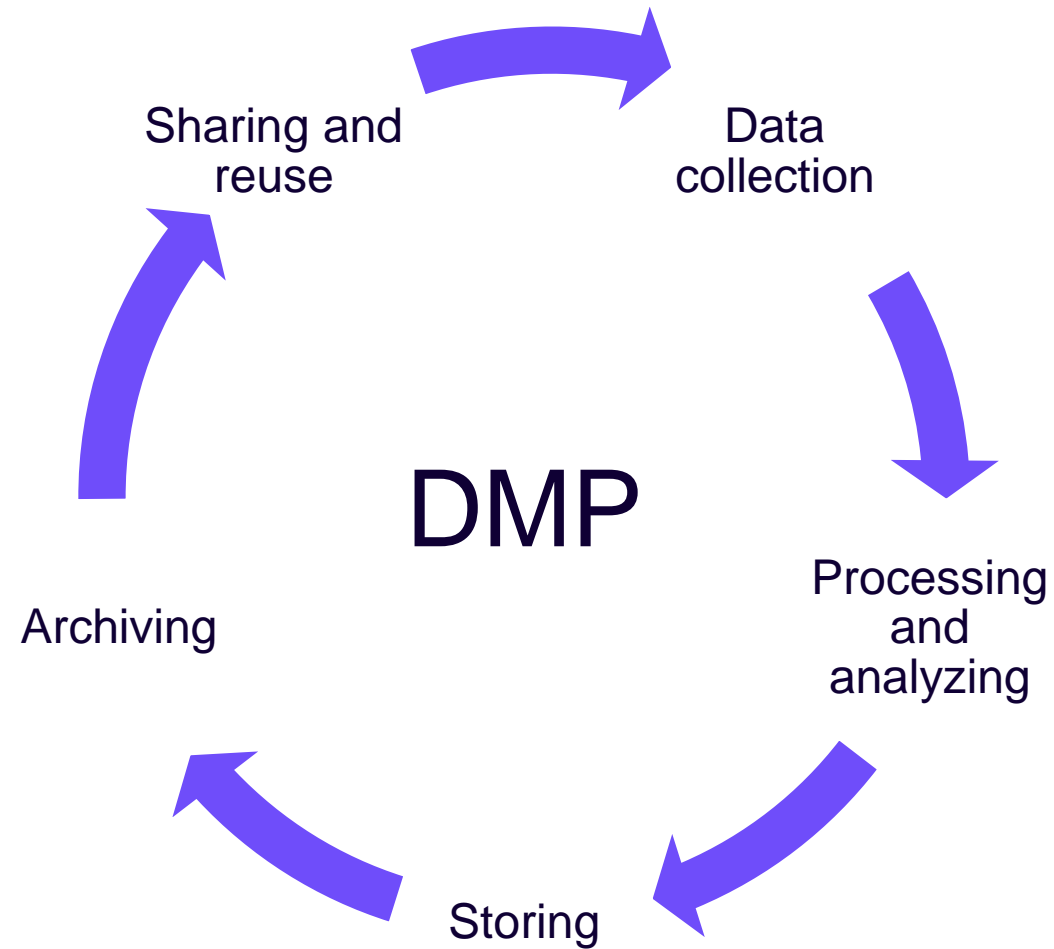


As open as possible and as closed
as necessary

Why a DMP?

REQUIRED

What's in it for you





Learn about data protection

Find out if your research project will process personal data and fill out NSDs notification form.



Archiving data

NSD receives and archives data about people and society to make them available for sharing and reuse in research.



Find data

Dive into our rich archive of analysis-ready data about people and society.

Book a course

We hold courses for researchers, administrative staff and management on data protection, data management and data archiving.



Plan your data management

Good planning gives good data. Fill out a data management plan with NSD's DMP.



Why 'NSD' - DMP



- Fullfill requirements (NFR, H2020, Science Europe)
- Online
- Free of charge
- No requirements
- Norwegian and English
- Dynamic
- Shareable
- Many types of data
- NMBU policy is integrated

My data management plans

[+ New data management plan](#)

Name	Created	Modified	Actions
kurs dmp og datahåndtering 2022	07.03.2022	07.03.2022	⋮
Kurs i personvern og datahåndteringsplaner	09.11.2021	07.12.2021	⋮
ACCESS Life Course - Upgrade & Expansion v1	12.10.2018	13.02.2019	⋮

Select or create a new project

To continue, select an existing project or create a new one.

New Project

Create a new project.

+ Create

kurs dmp og datahåndtering 2022

Created 07.03.2022

kj"xmci"ug "0åzslcdüiocbff

Select

Kurs i personvern og datahåndteringsplaner

Created 09.11.2021

Et prosjekt som brukes til å vise
meldeskjema og NSD DMP

Select

Demo DMP

Created 03.06.2021

demo DMP - webinar

Select

Test av norLAG bestilling

Created 08.12.2020

Test for å se hva som blir levert ut -
hvordan det ser ut for student/forsker

Select

Test prosjekt for undervisning - demonstrasjon

Created 04.02.2020

Prosjekt som ofte blir brukt til
demonstrasjon både av meldeskjema og
datahåndteringsplan

Select

We go live Demo - DMP



Questions?

Supervisor responsibility?

What responsibility does a supervisor have for the students' handling of data?

- BA – students
- MA – students
- PhD students

NMBU responsibility?

What is the institution's responsibility for data management?

- Policy
- Agreements
- Locations??

Do you know where to find information?

- Students
- Supervisors
- Researchers

- Policy
- Available resources
- Courses
- Best practice

Thank you for your attention!!