

Privacy Scan

An introduction to the Privacy Scan is available [here](#)

0. Administrative information

Project/Study title:	
Department / Faculty:	
Contact details of project controller(s)*: <i>Role, name, job title, department, e-mail.</i> <i>*Indicate who will be the everyday contact person.</i>	
Initial personal data collection start / end date:	
Reviewed by:	
Privacy Scan Outcome	
Comments:	

1. Project purpose(s)

Project description and its purposes. [Click here for more detailed guidance.](#)

2. Description of data subjects - [Click here for more detailed guidance.](#)

Definition:

Who are your data subjects? Are they vulnerable? What in- and exclusion criteria do you use?

Targeting:

How are you approaching your data subjects?

Number:

How many data subjects are you targeting? How many responses do you expect?

Nature of the relationship between data subjects and controllers:

What is the nature of the relationship between data subjects and the project controllers? Is there a (possible) imbalance of power?

3. Description of the categories of personal data

List the type of data and the purpose for collecting each type of personal data. [Click here for more detailed guidance.](#)

4. Description of the processing of personal data - [Click here for more detailed guidance.](#)

Data source:

Directly from individuals, secondary data?

Data storage and processing:

What tools/resources will you use to collect, store and process data?

Data access:

Who will have access to the personal data in every stage of your research project, and why?

Data retention:

How long will data be stored and when will you delete/anonymize the data?

Collection times:

When and how often will you collect data?

Collection/processing location:

Where (geographically) is data collection/processing taking place?

Data minimisation measures:

How are you minimizing the amount of personal data you are processing? E.g., pseudonymization, encryption, removing data, avoiding collecting (sensitive) personal data, etc.

5. Description of information provided to data subjects

Describe how and what information is provided to data subjects about their personal data processing. [Click here for more detailed guidance.](#)

6. Description of how data subjects can exercise their data subject rights

How do you respond to data subjects exercising their data subject rights? [Click here for more detailed guidance.](#)

7. Description of the lawful basis for processing

Which lawful basis are you relying for (each of) your data processing? [Click here for more detailed guidance.](#)

8. Description of measures to ensure compliance by processors and/or joint controllers

E.g, data processing agreements (DPAs), joint controllers agreements, etc. [Click here for more detailed guidance.](#)

9. Description of planned transfers of personal data to other countries outside the EU

Will such transfers take place? If yes, how will you ensure appropriate transfer mechanisms? [Click here for more detailed guidance.](#)

10. Obtaining, consulting and dealing with data subjects' views of the processing

As you are planning to process data subject's personal data, you should consult them before you start your project, to find out what they think about your plans. [Click here for more detailed guidance.](#)

11. Preliminary risk assessment

Are there potential risks of physical, material, or non-material damages to data subjects derived from the processing of their data, or from a data breach? What safeguards/measures have you adopted to minimise these risks? [Click here for more detailed guidance.](#)