Checklist for scientific surveys in Research Data Management

The following checklist should enable a quick classification of data protection issues. The Research Data Management support, University Library Hildesheim, (fdm@uni-hildesheim.de), in cooperation with the data protection officer and the legal office of the University of Hildesheim Foundation, will be happy to answer any specific questions you may have.

1. Are personal data emerging?

a. Are personal data directly collected (e.g. name)?

b. Are personal data collected on the occasion of the survey? (especially IP-addresses for online surveys)?

If you answered NO to both questions clearly, your survey is anonymous.

2. Is only the data required for the specific project collected?

Note: It is not permitted to collect data for a research project in advance that may be carried out in the future.

3. Is the data aggregated / categorized as much as possible?

Do you consistently use the categorization of answer options in order to possibly even remove a personal reference?

4. Would you like to carry out another survey at a later point in time and do you have to combine the data from the different survey times?

5. When third parties are involved (e.g. data collection, data acquisition,

data storage):

a. Is the third party subject to your instructions regarding the handling of the data?

i. If so, please settle an order processing agreement

ii. If you are basically on an equal footing with the third party when dealing with personal data and there are only different areas of responsibility, there could be a "shared responsibility".

6. In case that your survey is personal:

a. Remember that survey forms must contain certain privacy notices. (see checklist for a declaration of consent)

b. Remember to think about data destruction. Deletion is necessary when the data is no longer required for the purpose for which it was collected.