Working with Personal and Sensitive Data   
Worksheet

# Description

This document is a worksheet that should help data stewards, members of data archives and researchers understand their organisational approach in working with sensitive data and how this relates to local legislation while considering key aspects they need to keep in mind.

# Personal and Sensitive Data

*“Processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes, shall be subjected to appropriate safeguards, in accordance with this Regulation, for the rights and freedoms of the data subject. Those safeguards shall ensure that technical and organisational measures are in place in particular in order to ensure respect for the principle of data minimisation. Those measures may include pseudonymisation provided that those purposes can be fulfilled in that manner. Where those purposes can be fulfilled by further processing which does not permit or no longer permits the identification of data subjects, those purposes shall be fulfilled in that manner” -  
General Data Protection Regulation (GDPR), Article 89.*

Generally, the protection of personal data is key for the work of scientists. But how different countries handle this and legislate this is very different, even for countries within the EU, where the GDPR is in place. Furthermore, different organisations handle sensitive and personal data quite differently and have very often specific protocols in play.

Therefore, the task will help researchers, data stewards and members of data archives to understand both the legal framework they have to work with and align them with their organisational requirements.

*Recommended Reading:*

[Processing personal data - Data Management Expert Guide (cessda.eu)](https://dmeg.cessda.eu/Data-Management-Expert-Guide/5.-Protect/Processing-personal-data)

## Task for this worksheet

(1) Familiarize yourself with your local laws regarding the protection of sensitive data. Especially what is understood as sensitive data.

(2) Try to find out how those laws are translated into your organisation. What type of protocols exists? Which aspects are highlighted? Which are less prominent?

(3) Try to formalize a short text on how you would recommend scientists handle sensitive data.