

10 steps towards privacy compliance in research



Keep the GDPR in mind when designing your research

Do you need to collect personal data, why, and how much?

Make sure you have a legal basis to use personal data

E.g., public interest or consent

Arrange ethics review

Ethics review makes sure that you have also taken ethical implications into account

Document privacy risks and privacy-related decisions

E.g., in a Data Management Plan, privacy scan, or Data Protection Impact Assessment

Inform participants properly

E.g., in an information letter, oral script, privacy statement

Protect your data with organisational measures

E.g., access control, agreements with external parties, data protection policies, researcher training

Enable participants to exercise their rights

E.g., right to data access, correction, objection, erasure

Protect your data with technical measures

E.g., anonymise, pseudonymise, encrypt your data, use safe storage

FAIR data: balance risks and Open Science principles

E.g., share under restricted access, or only share metadata and materials

Ask for help when you need it!

Contact your privacy officer or data steward for support