**Check list for processing of personal data in student projects**

When supervising students with their BA or MA theses, you, as supervisor, are responsible for ensuring that when a student plans to process personal data, this is done correctly and in accordance with Norwegian law, i.e. “The Personal Data Act”, “The Personal Data Regulations” and “The Personal Data Filing System Act”.

The following check list is for your use when supervising students who plan to process personal data in their thesis work. The check list can be used to verify that the student has adequate knowledge about the duties involved when processing personal data as well as in possession of the necessary skills and resources for correct processing.

If you, as supervisor, have further questions to any of the points in the check list, please read through the OsloMet employee website pages dedicated to the various subjects (privacy, DMPs, ROS analysis, etc.). On these webpages you will find links to necessary documents and templates as well as to external resources such as NSD.

If you are unable to find what you are looking for there, please get in touch with the R&D section at your faculty.

**When planning/starting a new research project:**

The planning and start-up phase cover the parts of the research project that stretches from the drafting of a project description to when the data collection process begins.

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| --- | --- |
| **As supervisor I shall ensure that the student has ….** | **Date of completion** |
| ……documented the purpose of the data collection |  |
| …..provided a detailed /overview of all personal data that will be collected and analysed in the project i.e. processed) |  |
| ……received a legal basis validating the incorporation and processing of the identified forms of personal data to be used in the student project.* Informed consent, see the [NSD webpage on informed consent](https://nsd.no/personvernombud/en/help/information_consent/index.html)
* Reporting to [NSD](https://ansatt.oslomet.no/en/notification-nsd)
 |  |
| …… provided sufficient information to the informants/research subjects or participants about their [rights](https://tilsatt.hioa.no/personvernerklering#rettigheter) |  |
| ……. Ensure that the project employs the secured, technical solutions provided by OsloMet for the collection, storage, transfer and analysis of research data  |  |
| ……… ensure that the student has completed an [assessment of value and risk](https://ansatt.oslomet.no/en/assessment-value-risk#Risikovurdering) for the project  |  |

**Operative project phase:**

The operative phase of the research project covers the data collection part, as well as the parts where the collected data is processed and analysed. During this phase, the supervisor is responsible for ensuring that the student has completed following steps:

|  |  |
| --- | --- |
| **As supervisor I shall ensure that the student has ….** | **Date of completion** |
| ... [stored all personal and research data](https://ansatt.oslomet.no/en/electronic-tools-storage-sites-research-data) in a secure manner and in accordance with OsloMet internal guidelines |  |
| ……. made ready [information on the processing and use of the data](https://ansatt.oslomet.no/en/behandling-opplysninger-forskningsdeltakere) in order to be able to answer any questions from project participants and/or informants |  |
| ….. sufficient knowledge about the [routines for reporting discrepancy and discrepancy processing](https://ansatt.oslomet.no/en/data-security) should any such incident arise. |  |

**Project finalization:**

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| **As supervisor I shall ensure that the student has ….** | **Date of completion** |
| ….made a decision on which parts of the collected data on the research participants and/or informants can be erased and what material must be archived after the [project is completed](https://ansatt.oslomet.no/en/conclusion) |  |
| ….. ensured that the erasure of data is conducted in a [responsible and secure manner](https://ansatt.oslomet.no/en/processing-data-project-completion) |  |
| ….. ensured that personal data that must be archived after the end of the project is a[nonymized](https://ansatt.oslomet.no/en/processing-data-project-completion), for instance by erasing the identifier key or code when the project is completed |  |
| …. ensured that personal data that should be kept in [long-term storage](https://ansatt.oslomet.no/en/long-term-storage-data) after the project is completed is archived in a responsible and secure manner |  |