

# **RISK ANALYSIS OF THE PROJECT**

# Risk analysis – when?

If you answer yes to *all* of the bullet points below, you are *not* required to perform a risk analysis

- The project does not include personal data of special categories (sensitive)
- The sample does not include vulnerable groups
- The processing of personal data is based on consent
- The data collection methods are interview and/or survey
- The project is of short duration
- Use dictaphone/Nettskjema dictaphone app (interview), Nettskjema (survey)

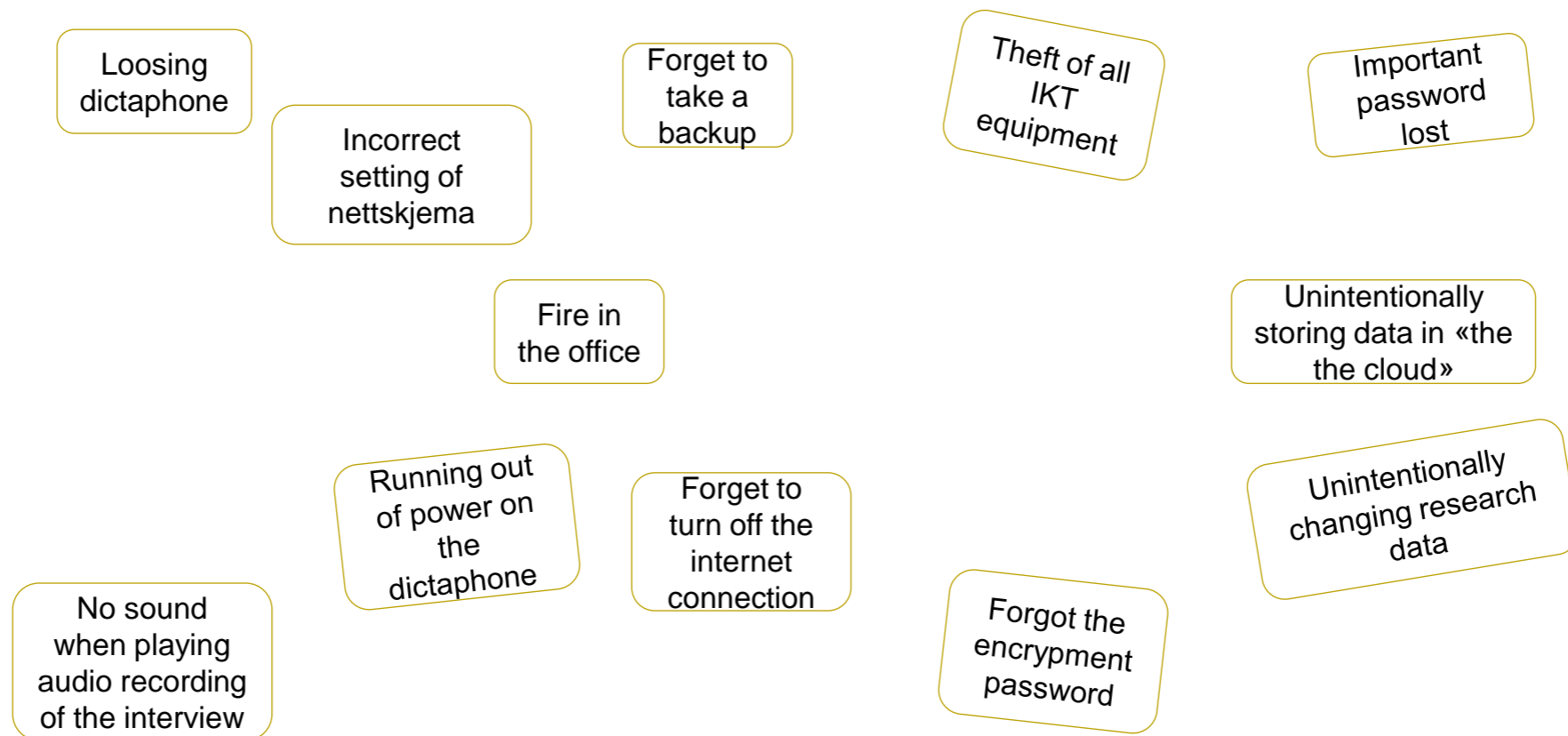
# A risk analysis includes:

- Identifying undesirable incidents (risk elements) in the processing of personal data.
- Assessing the likelihood of the risk
- Assessing the consequence of the risk
- Evaluate and manage the risk by e.g. introducing measures that limit the risk

The incidents should be assessed in accordance with the **following values**

- Confidentiality - That information does not become known to third parties
- Integrity - That information is not inadvertently changed by third parties
- Accessibility – That information that is necessary is accessible to relevant persons

## Some examples of incidents in the project



## Likelihood and consequence of the incidents

consequence

Very little serious	Less serious	Serious/High	Very serious/High
1	2	3	4

Likelihood

	Low	Medium	High	Very high
Frequency	Less often than every fifth year	Less often than every year, but more often than every fifth year	May occur each year	Several times each year
	1	2	3	4

## Vurderingsmatrise

	Incident	Description/valuation	L	Q	Risk level	Measure
1	Loosing dictaphone	Unauthorized persons may access data, interview data lost	2	4	6	Use the nettskjema dictaphone app
2	Fire in the office	important research material lost	1	4	5	Important data should have a backup on another physical location
3	Forgot encryption password	Unable to access data, external discs or files	3	4	7	<p>Password should be shared by two persons in the project</p> <p>Password database? Routines for remembering passwords</p>
5	No sound when playing audio recording of the interview	The interview has been recorded, but no sound	1	2	3	Should use two recording devices? Test the recording devices before the interview
6	Important person in the project unaccessable	Important data may be unaccessable	2	3	5	Routines for sharing information in the project,
8	Unintentionally changing research data		3	4	7	Original data should be stored in separate files, analysis should be performed on copies of the data set

## Help?

Please send the completed risk analysis form to [Inger-Johanne.Flatland@oslomet.no](mailto:Inger-Johanne.Flatland@oslomet.no)

Please contact [Inger-Johanne.Flatland@oslomet.no](mailto:Inger-Johanne.Flatland@oslomet.no) if you need guidance in carrying out the risk analysis