# Checklist: processing of personal data in a student project

When supervising a student writing a bachelor's and master's thesis, you are responsible for ensuring that the student processes all personal data in accordance with the privacy legislation (GDPR).

You can use this checklist to guide the student, both to check whether the student knows his/her duties and that he/she uses the information correctly.

If you have questions about one or more of these points, you will find additional information on [UiO's pages](https://www.uio.no/english/for-employees/support/privacy-dataprotection/index.html) on privacy and data protection . If you still have questions, please contact your research adviser at your institute.

## When planning/starting the research project:

The planning or start-up phase is the part of the research project that extends from the preparation of the project outline/application until the data collection process begins.

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| **I will ensure that the student has...** | **Completion date** |
| ... documented the purpose of the data processing. |  |
| ... created an exhaustive overview of the personal data to be collected and analysed in the project. |  |
| ... received a valid legal basis for processing the personal data used in the project (through notifying Sikt) |  |
| ... written information for the informants/respondents about their rights. |  |
| ... ensured that the project uses the secure technical solutions for the collection, storage, transfer and analysis of research data (personal data) [offered at UiO.](https://www.uio.no/english/services/it/security/lsis/data-classes.html) |  |

## Implementation phase:

The implementation phase is the part of the research project that includes data collection and analysis of collected data (personal data). In this phase, the supervisor is responsible for ensuring that the student has completed the following tasks:

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| **I will ensure that the student has...** | **Completion date** |
| ... stored all data/personal information in a secure manner, in accordance with UiO's [internal guidelines](https://www.uio.no/english/services/it/security/lsis/storage-guide.html). |  |
| ... prepared information about the use of the information to be able to respond to inquiries from respondents or informants. |  |
| ... knowledge [of routines for reporting any deviations](https://www.uio.no/english/for-employees/support/privacy-dataprotection/more-about-privacy/discrepancies.html) that arise when processing information about respondents or informants in the project. |  |

## When the project ends:

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| **Must ensure that the student has...** | **Completion date** |
| ... adhered to instructions from approvals regarding which personal data that should be deleted and which should be kept after the end of the project (archived). |  |
| ... ensured that all personal information about respondents or informants that is not to be kept after the end of the project is [properly deleted.](https://www.uio.no/for-ansatte/arbeidsstotte/personvern/meir-om-personvern/personvern-ved-uio#toc9) |  |
| ... ensured that personal data to be kept after the end of the project is anonymised, for example by destroying the connection key for de-identified data. |  |