# Data list

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ID** | **Type** | **Format** | **Storage during research** | **Storage after research** | **GDPR?** | **Art. 9** | **Other rights** | **Data subjects** | **Legality** | **Anon/pseud deriv** | **Accessibility**  **during research** | **Accessibility**  **after research** | **Criteria for restriction** | **Remark** |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Explanation of the columns**

* *Type* – Short description of the data set.
* *Format –* indication of what format the data is in, e.g. text, tabular, audio, video – helps to identify what different things you can do. For example: a video is hard to transcribe and anonymize.
* *Storage during research –* list all locations where the data of this specific set will be stored during research. This could be more than one, e.g. a recording device and a central server.
* *Storage after research –* list all the location of the data archive where the data of this specific set will be stored after research, if at all.
* *GDPR* – indicate whether the data set contains [personal data](https://cdh.uu.nl/research/data-management-privacy/guide/working-with-personal-data/).
* *Art 9 –* to indicate whether a dataset contains [special categories of personal data](https://cdh.uu.nl/research/data-management-privacy/guide/working-with-personal-data/) (as defined in Article 9 of the GDPR).
* *Other rights –* Are there any rights, e.g. Intellectual property - or Copy Rights resting on the data set. These could also be laid down in consortium-, transport- or processing agreements. Any constrictions from Informed Consent agreements are considered to b covered by the previous columns.
* *Data subjects –* list the people whose data you will be processing, if any.
* *Legality –* in case of working with personal data, what is (are) the legal grounds for your data processing*.*
* *Anon/pseud deriv –* If a data set is an anonymized/pseudonomynized, derivative, what other dataset is it derived from (use the i*d).*
* *Access during –* who has access to the data during research cycle.
* *Access after –* What is the accessibility of the data once archived (Closed/Restricted/Open).
* *Criteria for restriction –* In case of restricted access, to who will it be restricted.
* *Remark –* Any remark to explain details.

# Personal data (example)

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| --- | --- | --- | --- |
| **Personal element** | **Reason for processing** | **Dataset** | **Method of anonymizing** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Explanation of the columns**

* *Personal element* – The element of personal data you will register. Try to be as specific as possible.
* *Reason for processing –* Explain why you need this particular element of personal data.
* *Dataset –* Identify the datasetsin which this particular element will occur.
* *Method of anonymization –* if you create a derivative without this particular element, indicate how you will anonymize/pseudonymize.