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**Data protection – personal data**

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| 1. Processing of personal data |
| Will personal data be processed during your study? **The term “personal data” is broadly defined** and refers to all information relating to an identified or identifiable natural person. Read more: [Data Protection in research](https://www.tuni.fi/en/research/responsible-research/data-protection)  Yes  No |

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| 1. Assessment of data protection risks |
| Assess whether the processing of personal data poses risks to your data subjects. Please conduct a pre-assessment to find out whether a more extensive data protection impact assessment is needed [Pre-assessment](https://www.tuni.fi/en/research/responsible-research/data-protection#expander-trigger--52f291f7-6b41-4f8d-ae47-a6b51f562a97)  Have you assessed and documented the risks associated with processing personal data?  Yes  No |
| If your processing activities are likely to result in a high risk to the rights and freedoms of data subjects, you will need to complete a more extensive Data Protection Impact Assessment (DPIA) [DPIA template](https://www.tuni.fi/en/research/responsible-research/data-protection#expander-trigger--52f291f7-6b41-4f8d-ae47-a6b51f562a97)  To read more, go to the [Impact assessment page](https://tietosuoja.fi/en/impact-assessments) on the website of the Office of the Data Protection Ombudsman. Before completing a DPIA, please be sure to consult with the data protection officer of Tampere Universities ([dpo@tuni.fi](mailto:dpo@tuni.fi)). |
| Have you assessed the need for a DPIA?  Yes, DPIA is **not** required  Yes, a DPIA is required and  DPIA has been completed in collaboration with the data protection officer ([dpo@tuni.fi](mailto:dpo@tuni.fi))  Yes  No  The need for a DPIA has not been assessed |

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| 1. Informing your research participants |
| Have you prepared a research privacy notice?  Link to templates [Privacy notice templates](https://www.tuni.fi/en/research/responsible-research/data-protection" \l "expander-trigger--15950926-4420-44b7-9696-0dcf562d02c0" \o "Privacy notice templates)  and other necessary documents (such as a participant information sheet and consent form) that are written in a clear and understandable language and decided how to deliver the necessary information to your research participants?  Yes  No |

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| 1. Roles of data processors |
| The research activities may involve one or more research institutions, principal investigators, customers, researchers, and other staff members who carry out the actual processing activities in the course of the study. The roles of different stakeholders and the responsibilities of the data controller must be clearly defined before research begins.  Have you defined the roles and responsibilities of other parties involved in the processing activities (such as possible other research organisations or third-party data processors)? If you need help with defining the roles, please email [dpo@tuni.fi](mailto:dpo@tuni.fi).  Yes  No |

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| 1. Agreeing on the processing of personal data |
| If subcontractors are employed in the performance of research tasks (for example, as providers of transcription services or web-based data storage services) they must sign a data processing agreement (DPA).  If the purpose and means of processing personal data are determined by multiple parties (meaning they process personal data together for shared purposes), they must sign a joint data controller agreement.  If research data is acquired from a third party (such as a hospital district), the parties must enter an agreement that governs the transfer of and access to data.  Have you drawn up the necessary data processing agreements?  Yes  No |

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| 1. Summary |
| If your research involves the processing of personal data and you need guidance, please contact Tampere University’s Research Data Services at [researchdata@tuni.fi](mailto:researchdata@tuni.fi). |

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| 1. Planning the lifecycle of personal data processing |
| Please find out more information about planning and documenting the lifecycle of processing of personal data [Data Management Guidelines](https://www.fsd.tuni.fi/en/services/data-management-guidelines/)  This may be included in your research plan, data management plan or, for example, the grant proposal. |