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**Data protection - personal data**

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| 1. Purpose of processing personal data |
| Will personal data be processed in connection with the research? The term **personal data** refers to all information relating to an identified or identifiable natural person (<https://tietosuoja.fi/en/processing-of-personal-data>).  Yes  No  (If personal data will not be processed, please skip to question 8). |

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| 1. Planning the lifecycle of personal data processing |
| Have you planned and documented the [lifecycle of processing personal data](https://intra.tuni.fi/en/handbook/2686/2725/12103?page=13363)? This plan may be included in the research plan, data management plan or, for example, the grant proposal.  Yes  No |

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| 1. Roles of data processors |
| The research activities may involve one or more research institutions, principal investigator, customer, researcher, and other staff members who carry out the actual processing activities. 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 processing activities (such as other research organisations or third-party data processors)?  Yes  No |

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| 1. Assessment of data protection risks |
| You can use the [the University’s risk assessment form](https://intra.tuni.fi/en/handbook/2686/2725/12103?page=13277) to carry out a basic risk assessment or record the results of the risk assessment in the research plan, data management plan or, for example, the grant proposal.  Have you [assessed and documented the risks](https://intra.tuni.fi/en/handbook/2686/2725/12103?page=13277) 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 be required to complete a more extensive [Data Protection Impact Assessment (DPIA)](https://tietosuoja.fi/en/impact-assessments). Please contact the data protection officer of Tampere Universities ([dpo@tuni.fi](mailto:dpo@tuni.fi)) for assistance with completing a DPIA. |

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| Have you assessed the need for a DPIA?  Yes, a DPIA is not required  Yes, a DPIA is required  A 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 data subjects |
| Have you prepared a [research privacy notice](https://intra.tuni.fi/en/handbook/2686/2725/12103?page=13212) 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 the participants?  Yes  No |

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| 1. Agreeing on the processing of personal data |
| If subcontractors are employed in the performance of research tasks (such as providers of transcription or web-based data storage services) they must sign a data processing agreement.  If the purpose and means of processing 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 into an agreement that governs the transfer of and access to data.  Before depositing data, you may be required to sign a separate [agreement on personal data processing](https://www.fsd.tuni.fi/en/services/depositing-data/guidelines-for-depositing-data/).  Have you drawn up the necessary data processing agreements?  Yes  No |

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| 1. Enforcement of the rights of data subjects |
| Depending on the circumstances, data subjects may have the right to request, for example, the erasure of their personal data from the records or restrict the processing of their personal data. Have you described the process for responding to subject access requests and defined the related responsibilities?  Yes  No |

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| 1. Summary |
| If your research involves the processing of personal data and you answered “No” to one or more of the questions from 2 to 6, please contact the Research Data Services of Tampere University at [researchdata@tuni.fi](mailto:researchdata@tuni.fi). |