INSTRUCTIONS FOR WORKING WITH PERSONAL AND CONFIDENTIAL DATA

1. BEFORE RESEARCH

- **WHAT TO DO?**
  1. Register your project at SBE Research Office through the pre-Privacy Impact Assessment form (PIA).
  2. In case you plan to outsource (part of) the data processing to a sub-contractor, conclude a Data Processing Agreement. For a template agreement please contact [researchoffice.sbe@vu.nl](mailto:researchoffice.sbe@vu.nl).
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2. DURING RESEARCH

- **WHAT TO DO?**
  1. Secure data exchange / synchronization / sharing (with yourself or others):
     - Use encrypted attachments.
     - Use SURFdrive only if local SURFdrive secure copy folder is encrypted + good access to maps arranged.
     - Do NOT use public WiFi or unsecured cloud storage.

- **WHEN HANDLING PERSONAL OR CONFIDENTIAL DATA?**
  1. Act in line with the Privacy Impact Assessment (PIA) advice (see step 1, "Before Research").
  2. In case you use encrypted data, inform SBE Research Office how and where the data are stored.

- **USE THE FAIR PRINCIPLE FOR ANY DATA, WITH OR WITHOUT PRIVACY OR CONFIDENTIALITY ISSUES**
  1. Ensure that the data will remain:
     - Findable
     - Accessible
     - Interoperable
     - Reusable
  2. Organize data / making data reproducible: use different folders, data and code/syntax, use systematic file names, keep a(log) codebook.
  3. Install virus scanner (download from VUnet) on your working station (Windows-key + L) and backup your data by default.

- **STORE DATA AFTER RESEARCH (AT LEAST 10 YEARS) FOR VERIFICATION**
  1. Store data in a retrievable way for at least 10 years, in compliance with VSN code of conduct for verification of research.
  2. Notify SBE Research Office once labelled your data as storage location (and encryption keys / access restrictions if applicable).

- **DELETE UNNECESSARY DATA**
  1. Destroy unnecessary copies of your data.
  2. Delete access rights for persons who are no longer involved.

3. AFTER RESEARCH

- **WHAT TO DO?**
  1. Store data in a retrievable way for at least 10 years, in compliance with VSN code of conduct for verification of research.
  2. Notify SBE Research Office once labelled your data as storage location (and encryption keys / access restrictions if applicable).

- **WHAT TO DO?**
  1. Destroy unnecessary copies of your data.
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CHECKLIST FOR WORKING WITH PERSONAL DATA

- **DO’S (ALWAYS COMPLY WITH THE FOLLOWING)**
  1. Determine privacy impact.
  2. Reduce obvious risks.
  3. Use virus scanner and do security updates.
  4. Organize and commercialize data after research.
  5. Data minimalization.

- **DON’Ts (ALWAYS COMPLY WITH THE FOLLOWING)**
  1. Data storage.
  2. Risk of data leaks.