**Privacy Scan**

1. **Administrative information**

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| --- | --- |
| **Project/Study title:** |  |
| **Department / Faculty:** |  |
| **Contact details of project controller(s)\*:***Role, name, job title, department, e-mail.**\*Indicate who will be the everyday contact person.* |  |
| **Initial personal data collection start / end date:** |  |
| **Reviewed by:** |  |
| **Privacy Scan Outcome** |  |
| **Comments:** |

1. **Project purpose(s)**

*Project description and its purposes.*

1. **Description of data subjects -**

**Definition**:

*Who are your data subjects? Are they vulnerable? What in- and exclusion criteria do you use?*

**Targeting**:

*How are you approaching your data subjects?*

**Number**:

*How many data subjects are you targeting? How many responses do you expect?*

**Nature of the relationship between data subjects and controllers**:

*What is the nature of the relationship between data subjects and the project controllers? Is there a (possible) imbalance of power?*

1. **Description of the categories of personal data**

*List the type of data and the purpose for collecting each type of personal data.*

1. **Description of the processing of personal data -**

**Data source**:

*Directly from individuals, secondary data?*

**Data storage and processing**:

*What tools/resources will you use to collect, store and process data?*

**Data access**:

*Who will have access to the personal data in every stage of your research project, and why?*

**Data retention**:

*How long will data be stored and when will you delete/anonymize the data?*

**Collection times:**

*When and how often will you collect data?*

**Collection/processing location**:

*Where (geographically) is data collection/processing taking place?*

**Data minimisation measures**:

*How are you minimizing the amount of personal data you are processing? E.g., pseudonymization, encryption, removing data, avoiding collecting (sensitive) personal data, etc.*

1. **Description of information provided to data subjects**

*Describe how and what information is provided to data subjects about their personal data processing.*

1. **Description of how data subjects can exercise their data subject rights**

*How do you respond to data subjects exercising their data subject rights?*

1. **Description of the lawful basis for processing**

*Which lawful basis are you relying for (each of) your data processing?*

1. **Description of measures to ensure compliance by processors and/or joint controllers**

*E.g, data processing agreements (DPAs), joint controllers agreements, etc.*

1. **Description of planned transfers of personal data to other countries outside the EU**

*Will such transfers take place? If yes, how will you ensure appropriate transfer mechanisms?*

1. **Obtaining, consulting and dealing with data subjects’ views of the processing**

*As you are planning to process data subject’s personal data, you should consult them before you start your project, to find out what they think about your plans.*

1. **Preliminary risk assessment**

*Are there potential risks of physical, material, or non-material damages to data subjects derived from the processing of their data, or from a data breach? What safeguards/measures have you adopted to minimise these risks?*