Checklist: Processing of personal data in a bachelor’s or master’s thesis

If you have questions concerning one or more of these points and you cannot find an answer on the webpages on protection of personal data, your academic supervisor will be able to help you.

# In connection with planning and/or starting the work on the thesis:

|  |  |
| --- | --- |
| **I need to...** | **Completed on (date)** |
| ... define the purpose for my use of the personal data – the projectdescription is usually sufficient in this context |  |
| ... provide an exhaustive overview of the personal data I am going to collectand analyse in the thesis |  |
| ... assess and document that I have [a valid legal basis](https://www.uio.no/for-ansatte/arbeidsstotte/personvern/meir-om-personvern/behandlingsgrunnlag.html) for the use of the personal data in the project:* Consent
* [Report to the Norwegian Centre for Research Data – NSD](http://www.nsd.uib.no/personvernombud/meld_prosjekt/meldeskjema) (NSD will advise you if you need a licence)
 |  |
| ... provide written information to the informants and/or respondents abouttheir rights |  |

*You must be able to produce these documents if asked.*

# While I am writing the thesis:

|  |  |
| --- | --- |
| **I need to...** | **Completed on (date)** |
| ... collect and store all data / personal data in a secure manner, in accordancewith the University’s internal guidelines. |  |
| ... make sure I can answer questions from the respondents and/or informantson the processing of the data, and that I can delete data from and about them, if asked. |  |

Once the thesis has been submitted:

|  |  |
| --- | --- |
| **I need to...** | **Completed on (date)** |
| ... determine which personal data about the respondents and/or informantsare to be deleted and which are to be kept on completion of the project (archived). |  |
| ... ensure that all personal data about respondents and/or informantsthat are not to be kept after completion of the project are [deleted safely and securely.](https://www.uio.no/for-ansatte/arbeidsstotte/personvern2/meir-om-personvern/personvern-ved-uio#toc9) |  |
| ... ensure that personal data that are to be kept after completion of theproject are [anonymised,](https://www.uio.no/for-ansatte/arbeidsstotte/personvern2/meir-om-personvern/generelt-om-personvern#toc4) for example, by destroying the scrambling key for de-identified data. |  |
| ... ensure that personal data that are to be kept after completion of the projectare stored properly in accordance with the University’s routines. |  |
| .... ensure that [master’s theses that contain confidential information](http://www.ub.uio.no/publisere/studenter/klausulering/)  [are given restricted access in the DUO knowledge archive](http://www.ub.uio.no/publisere/studenter/klausulering/). It is also possible to postpone or decline electronicpublication of the thesis. |  |