

DATA PROTECTION CHECKLIST FOR RESEARCHERS

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1. Specify the purpose or purposes for which you require the personal data.....	1
2. Identify who will have access and how the personal data will be used.....	1

For 0034 Personal Data Base required must be stated in the privacy notice for research participants. If you plan to process the data for any purpose other than the primary research, this should be clearly defined. For example, consider whether you will want to create a database of potential participants in future research. In such a case, you would need to seek consent, aside from consent given for participation in the research.

2. Identify who will have access to the personal data

Access to personal data should always be on a need-to-know

data, and processing personal data in a way which involves tracking individuals' online or offline location or behaviour.

The purpose of a DPIA is to:

- describe the nature, scope, context and purposes of the processing;
- assess necessity, proportionality and compliance measures;
- identify and assess risks to individuals; and
- identify any additional measures to mitigate those risks.

If a DPIA is required, this must be carried out with the involvement of the University's Data Protection Officer.

To find out whether you need to conduct a DPIA, you should read the University's Data Protection Impact Assessment guidance, and assess your proposed personal data processing against the DPIA Screening Checklist. The guidance and checklist can be found at <https://www.reading.ac.uk/imps/data-protection/data-protection-by-design>.

Please send your completed DPIA Screening Checklist to the University's Data Protection Officer at

Tw 2.022 0 6 () Title: Data Protection Officer's Checklist for DPIA Screening

Example 1

Contacts

Team	Advises on	Email	Tel.
IMPS	Compliance with data protection law; privacy notices; encryption policy	imps@reading.ac.uk	0118 378 8981
IT	Services for storage and transfer of tr		