**GDPR and research data**

**3 December 2019.**

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# General remarks

Important: The GDPR does not make it impossible to search, store, archive and later use personal data. The important thing is to ask for the consent of the participants in writing beforehand. This statement covers both personal data (which can be used to identify an individual) and other data provided by the participant. The GDPR only regulates personal data.

In the text below, we suggest some sample forms for Center for Social Sciences (CSS) researchers. In principle, a distinction should be made between research where personal data are (also) collected and research where we can exclude the identification of participants in any case. In both cases, we need to inform participants about what will happen to what they say.

**Ticket**

1. Black text is the standard content of the sample/declaration
2. **[**You can enter the specific text in the space marked in yellow**]**
3. The grey box contains advice, which will be deleted from the final text later.
4. Blue text indicates optional text elements.

The purpose of these samples is to ask for consent from the research participants and to inform them about the basic purposes of the research, the storage and use of what they tell us. The forms also explain how the research data may be maintained and re-used. The information collected in the forms is in line with our current understanding of the GDPR.

Researchers should complete the samples, taking into account the suggestions given and the characteristics of the research.

The consent form should always be accompanied by an information sheet, which should take into account the following points (*Plain and simple language is important):*

1. General information about the research and the research data collected
* The aim of the research
* Type of research method(s) (interview, questionnaire, etc.)
* The voluntary nature of participation
* Benefits and risks of participation
* Ways to request research participants to withdraw from the research, access and delete their data
* The use of data in research, dissemination and storage, and how participants can access this information
* Later publication, archiving and re-use of data
* Contact details of the researcher, name of the research institution, name of the funder, how to request redress if necessary
1. More information if we collect personal data from participants
* How and for how long we will process and store the personal data (if there is a possibility to archive personal data, do not specify a final date)
* Procedures to ensure confidentiality and data sharing
* Procedures to ensure the ethical use of data and the protection of personal data, anonymisation of data
* List of possibilities when data will be outside the EU and thus outside the scope of the GDPR rule
1. GDPR considerations
* Research participants must give informed, accurate and voluntary consent. They have the right to withdraw their consent and to have their personal data processed during the research.
* The data protection officer's name and contact details must be indicated on the form.
* It should be made clear that the data subject has the right to access, correct or delete his or her personal data.
* It should be made clear that the declarant has the right to refer the matter to the National Authority for Data Protection and Freedom of Information.

# Sample consent form and information form for research involving personal identification

Dear Participant!

HERE ARE SOME EASY-TO-UNDERSTAND SENTENCES ABOUT THE RESEARCH TOPIC AND PURPOSE, THE RESEARCHERS, THE INSTITUTION, THE FUNDER.

Thank you for participating in this survey. Your participation is voluntary. You can opt out of the survey at any time and ask to have your data deleted or find out what data we hold about you. Contact us or give us a call.

In the consent form you fill in, you can specify exactly what we can do with the data you provide. If you prefer, we will not publish any personal information about you. The data will be used primarily by the researchers involved in the research.

SYSMAN Ltd and the staff of the Secretariat of the Director General of the CSS have access to the personal data collected in the framework of server operation/administration activities under a confidentiality agreement. All have signed a confidentiality agreement in respect of any personal data on the server.

Benefits and risks of participation

Describe in a few words how you collect information, e.g. audio recording, video recording, focus group, questionnaire, experiment, etc.

Clarify what type of recording is being made (audio, video, written...) and whether other media will be deleted after a possible transcription.

In the case of a questionnaire, please indicate whether it is a questionnaire completed by a surveyor or a self-administered questionnaire.

Use of data for research, dissemination and storage

List the planned results, e.g. publication, website, etc.

Consider whether the knowledge and benefits of the research should be shared with the individuals/group being studied.

If the participant provides written material (e.g. a diary), add: The Participant agrees to share the copyright of [specify the nature of the data] with [name of researcher].

The Participant agrees that the provided **[specify the nature of the data, including whether it contains personal data or is anonymised beforehand] may** be deposited in the Research Documentation Centre of the CSS for future access for research and educational purposes.

Procedures to ensure the ethical use of data and the protection of personal data, data anonymisation.

How and for how long we will process and store the personal data (if there is a possibility to archive personal data, do not specify a final date)

The research documents or part of them (specify which documents, what is anonymised, whether personal data will remain in the collection, etc.) may be deposited in the Research Documentation Centre of the Social Science Research Centre (and/or if not (only) here, where) after the research is completed, so that other interested parties can access them.

If personal data will be transferred outside the EU, please specify where.

The Data Protection Officer is responsible for the protection of research data at the Centre for Social Science. If you have any questions or problems, you can contact him or her. His email address is adatvedelem@tk.hu and he can be reached by phone on 06/1/224-6790. In the event of a complaint about data processing, you can directly contact the National Authority for Data Protection and Freedom of Information (www.naih.hu), or in the event of unlawful data processing, you can initiate a civil action before the competent court (http://birosag.hu/torvenyszekek).

**Declaration of consent**

I have read or have had read and understood this information about the research and I consent to the processing of my data. I have had the opportunity to ask questions about the research and have received satisfactory answers to those questions.

I am voluntarily participating in this research and I understand that I can refuse to answer and can withdraw from the research at any time without giving any reason.

I agree that the information I provide may be quoted in research reports.

If the Researcher wishes to be quoted by name: I agree to my real name being used in the quotations. YES //// NO

Thank you for helping our research!

NAME OF RESEARCH DIRECTOR, DESCRIPTION, ELIGIBILITY, NAME OF RESEARCH INSTITUTION

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

 Name of participant Signature Date

If the participant cannot sign, please tick here.

I made sure that the consent form was read accurately to the potential participant and that they had the opportunity to ask questions. I certify that the person has given his/her consent voluntarily.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

Name of witness Signature Date

I read the information to the potential participant accurately and did my best to ensure that the participant understood what they were volunteering to do.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

Researcher's name Signature Date

Contact for further information:

[Name, phone number, email address]

# Sample information form for research where identification of the person can be excluded even for raw data

Dear Participant!

HERE ARE SOME EASY-TO-UNDERSTAND SENTENCES ABOUT THE RESEARCH TOPIC, THE RESEARCHERS, THE FUNDER, THE INSTITUTION.

Thank you for participating in this survey. By participating, you consent to the use of the information you provide for research and educational purposes.

We will not use the data in a way that reveals your identity.

Research data, which does not contain any information that could identify you, is stored on CSS servers.

**DEVELOPMENT**

Best regards,

SIGNATURE, NAME, INSTITUTION, CONTACT OF RESEARCHER