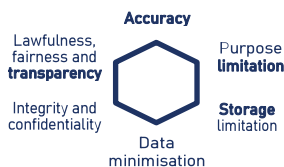


# HOW TO TREAT PERSONAL DATA IN RESEARCH



## PRIVACY BY DESIGN AND BY DEFAULT



Design your research addressing the six major data protection principles. Register your proposal on [Lime Survey](#) and consult with the [DPO](#) in case of doubt.



Conduct a Data Protection Impact Assessment when necessary to identify risks and formulate mitigating measures.



Inform your research team about the security and privacy measures adopted in the project.

## BEFORE RESEARCH



Inform properly data subjects about the processing of their personal data and always prior to obtaining their consent, when applicable.



Only use data that are relevant for the purpose of your research: data minimisation.



Feel free to consult the [DPO](#) before the project starts.

## DURING RESEARCH



Anonymise and/or pseudonymise the data and work with the de-identified data.



Ensure effective adoption of security and privacy measures and keep them under review.



Use [FileSender](#) for secure file sharing and a computer with an encrypted hard drive for secure file storage. Encrypt your sensitive data.

## OUTPUT/ RESULTS

“As open as possible, as closed as necessary”



### DEPOSITING RESEARCH DATA

Make your data Findable, Accessible, Interoperable and Reusable in the [ISPUP community on Zenodo](#).



### PUBLICATIONS

Upload your publications in the [ISPUP community on Zenodo](#) according to the [publisher's access policies](#).



Any question about open science and publications please contact: [smr@ispup.up.pt](mailto:smr@ispup.up.pt)

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