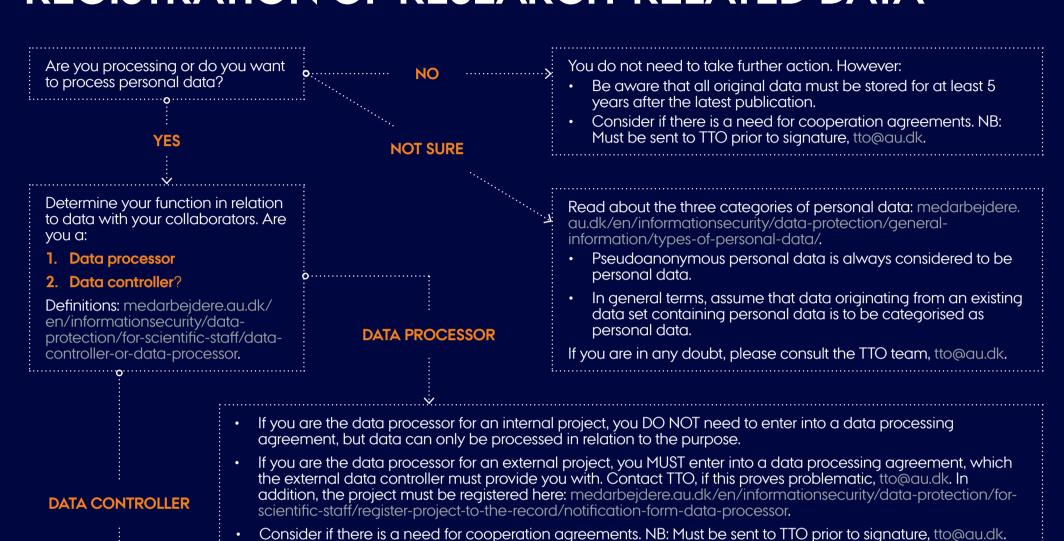








INTERNAL AU STAFF PROCEDURES FOR REGISTRATION OF RESEARCH-RELATED DATA



• Can (and should?) existing data be deleted or irrevocably anonymised in ALL versions (including data kept by your data processors, if any)? (NB: Pursuant to AU policy, all original data must be stored for at least 5 years after the latest publication).

Data must be deleted when it has served its purpose or the permission expires. Enter into a new or extend the existing data processing agreement. Alternatively, a transfer agreement can be made, by which you become

If no, and in the case of new projects:

• Register the project at AU: medarbejdere.au.dk/en/informationsecurity/data-protection/for-scientific-staff/register-project-to-the-record/notification-form-data-controller.

• Disclosure:

- If you want to have data disclosed for your project. TTO can assist with the process, tto@au.dk.
- If you want to disclose data to an external data controller, read more here: medarbejdere.au.dk/en/informationsecurity/data-protection/for-scientific-staff/sharing-personal-data/.

Data processing agreements:

- Contact TTO, tto@au.dk. Enclose a copy of your AU registration of the project. TTO will send you a draft.
- AU staff are only required to enter into data processing agreements with external collaborators (salaried assistants are regarded as internal).
- NB: Agreements must generally also be made if data is stored on and/or collected from other servers than AU's. This also goes for online data collection where you must register the provider as a data processor.
- Declarations of consent and participant information:
 - They must be sent to TTO who will assess if the GDPR requirements are met, tto@au.dk. TTO has prepared a guide: medarbejdere.au.dk/en/informationsecurity/data-protection/general-information/declaration-of-consent/.
 - In the declaration of consent, you must state if you want to disclose data in the future. Define the purpose as broadly as possible, allowing you to use the data for related purposes later.
- Consider if there is a need for cooperation agreements. NB: Must be sent to TTO prior to signature.

\rightarrow

IN GENERAL

- Data must be processed pursuant to AU's information security policy: informationsecurity.au.dk.
- Security breaches must be reported as soon as possible: medarbejdere.au.dk/en/informationsecurity/report-security-breach.
- Important: Be quick off the mark in order to avoid project delays.