# **NTNU’s Data Management Plan for student projects involving personal data**

* A data management plan (DMP) is a document that describes how data in a research project will be handled from the start of the project, throughout the research process, and after the project is completed.
* A DMP describes what data will be collected, how the data will be stored, analyzed, and possibly shared. The plan also addresses issues related to rights, privacy, and information security.
* A DMP is a tool for planning and raising awareness and should be updated throughout the research project.

## Project information

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| --- | --- |
| **Project Title** |  |
| **Department and Faculty** |  |
| **Student** |  |
| **Supervisor** |  |
| **Sikt/REK reference number** |  |
| **Project period** |  |
| [**Type of personal data**](https://i.ntnu.no/wiki/-/wiki/English/Collection%2Bof%2Bpersonal%2Bdata%2Bfor%2Bresearch%2Bprojects#section-Collection+of+personal+data+for+research+projects-Special+categories+of+personal+data+(sensitive)) | [General/Special Categories] |
| [**Confidentiality level**](https://i.ntnu.no/wiki/-/wiki/English/Collection%2Bof%2Bpersonal%2Bdata%2Bfor%2Bresearch%2Bprojects#section-Collection+of+personal+data+for+research+projects-Classification+of+personal+data) | [Internal/Confidential/Strictly Confidential] |
| **Version** |  |

## Description of the data material

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| **What kind of data will you collect?** Examples: interview data, observational data, questionnaires… |
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## Data collection

Check the chosen collection method. For more information about the different options, see [NTNU Data collection guide](https://i.ntnu.no/wiki/-/wiki/English/Data%2Bcollection).

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| --- | --- | --- | --- | --- | --- |
|  | **Collection method** | **Open** | **Internal** | **Confidential** | **Strictly Confidential**  |
|[ ]  [Zoom](https://i.ntnu.no/wiki/-/wiki/Norsk/Zoom%2Bvideoundervisning) Recording | **OK**  | **OK (1)** | NO | NO |
|[ ]  [Nettskjema Dictaphone App](https://i.ntnu.no/wiki/-/wiki/English/Nettskjema) | **OK** | **OK** | **OK (2)** | **OK (2)** |
|[ ]  Audio Recorder/Dictaphone/Video Camera | **OK** | **OK (3)** | **OK (3)** | NO |
|[ ]  Nettskjema Questionnaire | **OK** | **OK** | **OK (2)** | **OK (2)** |
|[ ]  Other Collection Method – describe below |  |  |  |  |

*(1) You can use the built-in recording function, but make sure the recording is stored and processed in a secure and suitable place, such as the home area (M:)*

*(2) For confidential data, the dictaphone app must be set up with collection and storage directly in* [*TSD (Services for Sensitive Data)*](https://i.ntnu.no/wiki/-/wiki/English/TSD%2B-%2BServices%2Bfor%2BSensitive%2BData)*.*

(3) *Requires good routines for transferring recordings to a suitable storage area and* [*deleting from the dictaphone/camera.*](https://i.ntnu.no/wiki/-/wiki/English/Processing%2Bof%2Binformation%2Bwith%2Bprivate%2BICT-equipment#section-Processing+of+information+with+private+ICT-equipment-Deleting+information)

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| **Description of Data Flow/Comments on Data Collection** |
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## Transfer

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|  | **Transfer method** | **Open** | **Internal** | **Confidential** | **Strictly confidential** |
|[ ]  NTNU Email with AIP | **OK** | **OK** | **OK** | NO |
|[ ]  Office 365 (SharePoint, Teams, Onedrive)  | **OK** | **OK** | **OK(1)** | NO |
|[ ]  [Sikt FileSender](https://sikt.no/en/tjenester/filesender) | **OK** | **OK** | **OK(1)** | NO |
|[ ]  Other Transfer Method – describe below |  |  |  |  |

*(1) The data must be encrypted. Read more about* [*how to encrypt O365 files with AIP*](https://i.ntnu.no/wiki/-/wiki/English/Classification%2Bof%2Bfiles%2Band%2Bdocuments) *or* [*other files with 7-Zip.*](https://i.ntnu.no/wiki/-/wiki/English/Encrypting%2Bfiles)

## Storage

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|  | **Storage area** | **Open** | **Internal** | **Confidentla** | **Strictly Confidential** |
|[ ]  NTNU-Managed Computer – Encrypted | **OK** | **OK** | **OK** | **NEI** |
|[ ]  USB Stick/External Hard Drive | **OK** | **OK** | **OK(1)** | **OK(2)** |
|[ ]  [NTNU Personal Home Area (“M: Disk”)](https://i.ntnu.no/wiki/-/wiki/English/Your%2Bfiles%2Bon%2Bthe%2BNTNU%2Bserver) | **OK** | **OK** | **OK** | **OK**(1) |
|[ ]  [Microsoft 365 (SharePoint, Teams, Onedrive)](https://i.ntnu.no/wiki/-/wiki/English/Microsoft%2B365) | **OK** | **OK** | **OK**(1) | NO |
|[ ]  [NTNU NICE-1](https://i.ntnu.no/wiki/-/wiki/English/NICE-1) - Storage Area with Increased Security | **OK** | **OK** | **OK** | **OK**(1) |
|[ ]  [HUNT Cloud](https://about.hdc.ntnu.no/) | **OK** | **OK** | **OK** |  |
|[ ]  [UiO TSD](https://i.ntnu.no/wiki/-/wiki/English/TSD%2B-%2BServices%2Bfor%2BSensitive%2BData) | **OK** | **OK** | **OK** | **OK** |

*(1) The data must be encrypted. Read more about* [*how to encrypt O365 files with AIP*](https://i.ntnu.no/wiki/-/wiki/English/Classification%2Bof%2Bfiles%2Band%2Bdocuments) *or* [*other files with 7-Zip.*](https://i.ntnu.no/wiki/-/wiki/English/Encrypting%2Bfiles)

(2) *The entire disk must be encrypted with a strong password* [*(read more about how to create passwords*](https://i.ntnu.no/wiki/-/wiki/English/Usernames%2Band%2Bpasswords)*). The password must be stored elsewhere.*

## Processing/analysis

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| Do you use your own PC to work with personal data? You can open and work with a data file classified as “internal” on your private PC, but it must be stored in an approved storage area or cloud solution. Confidential data files cannot be opened on a private PC without using a virtual desktop (VDI) and encryption. Strictly confidential information should neither be stored nor opened on a private PC. For more information, see [workflows for personal data with a private PC](https://i.ntnu.no/wiki/-/wiki/English/Processing%2Bof%2Binformation%2Bwith%2Bprivate%2BICT-equipment#section-Processing+of+information+with+private+ICT-equipment-Examples+of+data+flows+for+research+data+with+personal+information). |
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## Access

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| **Who will have access to the material during the project period?** Examples: student, supervisor, project participants… |
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## Project end

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| **What happens to the data material when the project is completed?** Examples: deletion, archiving, anonymization… |
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