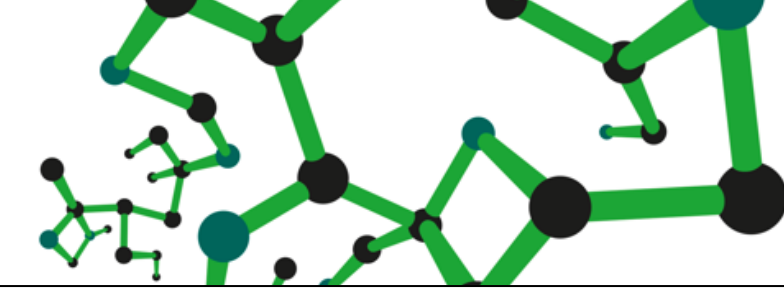
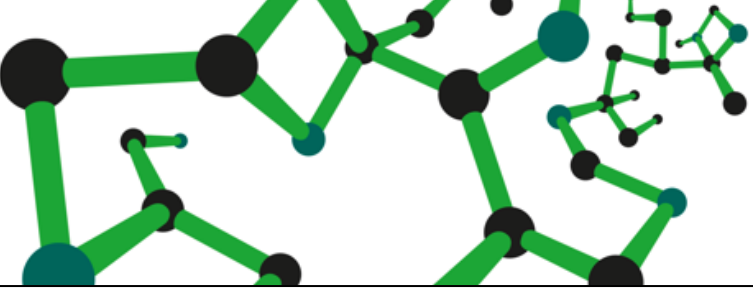


# BMS Support Overview on RDM, Ethics & Privacy



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## 1. Proposal phase

- Plan data management in proposal ([support: data stewards\\*](#)):
  - [\(UT guide for NWO proposals\)](#);
  - [UT guide for Horizon Europe proposals](#)
- Estimate RDM\* costs and allocate budget (Guide for estimating RDM costs: ([support: data stewards\\*](#)).
- Ethical assessment in (EU) proposal: ([support: RSC\\* Lyan Kamphuis-Blikman](#))

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## 2. Before conducting research

If you work with data concerning humans:

- Apply for [ethical review](#) ([preferably 6 weeks before data collection](#))

If personal data will be processed (e.g. collected, stored, used, disclosed, etc.):

- Check this [flowchart](#) for using personal data in research ([support: RSC Lyan Kamphuis-Blikman](#))
- Fill in [the GDPR form](#) to register data processing ([support: PCP\\* Lyan Kamphuis-Blikman](#))
- Select proper and secure data storage, transfer options and tools (see '[Data storage](#)' in the guideline) for personal data ([support: data stewards\\*](#))

If secondary data will be used:

- Set up a data transfer/processing/joint-controllership agreement depending on the purpose of data handling ([support: data stewards\\*](#) or [RSC Lyan Kamphuis-Blikman](#))
- Check the terms of use or data agreements for limitations or restrictions on data handling ([support: data stewards\\*](#))

If multiple parties are involved in your project:

- Set up agreements/contracts to determine data ownership and IP rights in advance (support by UT legal team, please contact the [data stewards\\*](#))

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## 3. During research

DMP\* ([support: data stewards\\*](#))

- Write/update a DMP for funders: [UT DMP tool](#)

Data collection:

- Check [equipment, facilities, services and digital tools](#) for collecting data offered by BMS Lab
- Any new tool used for collecting personal data shall be checked by the DPO\* beforehand ([support: PCP Lyan Kamphuis-Blikman](#))
- Informed consent shall be requested if personal information is gathered directly from respondents ([support: PCP Lyan Kamphuis-Blikman](#))

Data storage ([support: data stewards\\*](#)). You can find here [safe storage options](#)

- Personal data should be stored at UT network storage (i.e. M-/P-drive, BMS Lab server) as much as possible  
*For students, BMS Lab server can be used*

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## 4. After research

Data archiving ([support: data stewards\\*](#))

- Research data and related materials (e.g. analysis scripts, documentation) shall be archived in [Areda](#). (See [instructions for preparations](#) and the [section guideline](#) on what to archive in (Appendix 2)

- Use [preferred file formats](#)

Data publishing ([support: data stewards\\*](#))

- Use trusted repositories to publish your data to gain more impact, [DANS Data station repository](#) is recommended
- Choose a [license](#) to publish your data

### Abbreviations

\*RDM= research data management

\*RSC= research support coordinator

\*PCP= privacy contact person

\*DPO= data protection officer

\*DMP= data management plan

\*data stewards = Minsi Li and Deniece Nazareth