

BMS Overview of Support on RDM, Ethics & Privacy

Proposal phase

- **Plan data management in proposal** ([UT guide for NWO proposals](#); support: data steward [Qian Zhang](#))
- **Estimate RDM* costs and allocate budget to it** ([Guide for estimating RDM costs](#); support: data steward [Qian Zhang](#))
- **Ethical assessment in (EU) proposal** (support: RSC* [Lyan Kamphuis-Blikman](#))

Before conducting research

- **If you work with data concerning humans**
 - please apply for [ethical review](#) (preferably 6 weeks before data collection)
- **If [personal data](#) will be processed** (e.g. collected, stored, used, disclosed, etc.)
 - please check this [guide](#) for proper handling of personal data (support: RSC [Lyan Kamphuis-Blikman](#))
 - please fill in [the GDPR form](#) to register data processing (support: PCP* [Lyan Kamphuis-Blikman](#))
 - please select proper data storage & transfer options and tools (see 'Data storage' in the guideline) for securely storing and transferring personal data (support: data steward [Qian Zhang](#))
- **If secondary data will be used in your research**
 - please set up a data transfer/processing/joint-controllership agreement depending on the purpose of data handling (support: data steward [Qian Zhang](#))
 - please check the terms of use or data agreements for limitations or restrictions on data handling (support: data steward [Qian Zhang](#))
- **If multiple parties are involved in your project**
 - please set up agreements/contracts to determine data ownership and IP rights in advance (support by UT legal team, please contact data steward [Qian Zhang](#))

During research

- **DMP***
 - Write/update a DMP for funders: [UT DMP tool](#) (support: data steward [Qian Zhang](#))
- **Data collection**
 - Please 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 steward [Qian Zhang](#))
 - [Safe storage options](#) can be found here
 - 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*

After research

- **Data archiving** (support: data steward [Qian Zhang](#))
 - Research data and related materials (e.g. analysis scripts, documentation) shall be archived in [Areda](#), please check also the [instructions for preparations](#) and guideline on what to archive in the [section guideline](#) (Appendix 2)
 - Use [preferred file formats](#)
- **Data publishing** (support: data steward [Qian Zhang](#))
 - Use trusted repositories to publish your data to gain more impact, [DANS Easy repository](#) is recommended
 - Choose [proper license](#) for your published data

Abbreviation

- *RDM= research data management
- *RSC= research support coordinator
- *PCP= privacy contact person
- *DPO= data protection officer
- *DMP= data management plan

