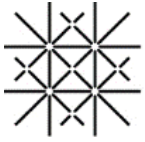


Application Form for Data Protection Review of Research Projects

Version 1.0 (last updated: 18 September 2021)

1. General information

Project title		
Anticipated start and end date for data processing		
Principal investigator	Name:	
	Department:	
	Email:	
Co-investigator	Name:	
	Department:	
	Email:	
Location of data collection and processing	<input type="checkbox"/> Switzerland (<i>please list all relevant cantons</i>) <input type="checkbox"/> EU (<i>please list all relevant countries</i>) <input type="checkbox"/> Non-EU countries (<i>please list all relevant countries</i>) <i>Multiple answers possible!</i>	
External partners	<input type="checkbox"/> NO <input type="checkbox"/> YES (<i>please provide the names and institutions for external partners and describe their involvement in the project</i>)	
Review of project by another body	<i>Has the project already been reviewed by another body (e.g. by an ethics commission, funding organisation, etc.)?</i> <input type="checkbox"/> NO <input type="checkbox"/> YES (<i>please state who and provide all relevant documents</i>)	



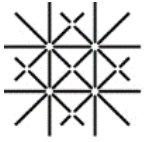
2. Description of the research project

Please provide a brief description of the research project and its intended aim.

3. Data collection

Please state how you obtain the data required for your research project, whether the data is collected anonymously from the start and whether you survey participants more than once.

- data collection by researcher/research team
- data collection conducted by a third party (e.g. through a market research company, survey tool) *(please state who and provide relevant agreements with the third parties)*
- Use of existing data *(please include the basis upon which you are permitted to use the data (e.g. user agreement) and whether the relevant consent has been obtained concerning the reuse of data subjects from the initial data collection)*
- Data is collected anonymously from the start *(e.g. the owner of the data being collected cannot be identified from the start)*
- Data is not collected anonymously
- One-off data collection
- Repeated data collection



4. Research techniques, instruments and equipment

- Survey *(please attach)*
- Individual interviews *(please attach):*
- Interview/discussion in focus groups *(detailed description):*
- Participant observation *(detailed description):*
- Video/audio recordings *(details of tools/equipment used, etc.):*
- Data from social media *(please state which platforms and relevant consent from platform providers, etc.):*
- Photographs *(detailed description):*
- Combination of datasets (big data) *(detailed description):*
- Others *(detailed description):*

5. Data processing and data security

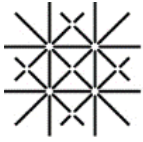
5.1 Data types

Please describe what data types you are processing

- Anonymised data *(please specify how the data is anonymised):*
- Pseudonymised data *(please specify how the data is pseudonymised and what key management is used):*
- Unanonymised data *(please specify why you are not using anonymised data):*

5.2 Data processing and management

- Data is transcribed *(detailed description)*
- Data is shared with people outside the research team *(detailed description):*
- Data is processed and stored on secure infrastructure *(detailed description):*
- Access to data is protected by technical and organisational means *(detailed description incl. rights management):*



What happens to the data after the end of the project?

- Data is stored in a repository for reuse (*please state in which form: anonymous or unanonymous, transcribed, etc.*)
- Data is deleted (*please state the timeframe*)
- Data is fully anonymised
- Data is published anonymously
- Data management plan is available (*please attach*)

6. Recruitment of participants

Please describe how you find the participants for the research project (e.g. call-out on social media, use of provided addresses, etc.)

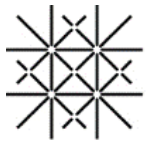
7. Information and consent

- Information letter (*please attach*)
- Consent (*please attach*)

8. Compensation and results of study

Do participants in the project receive any compensation (e.g. voucher, entry into a draw, etc.)?

- NO
- YES (*please indicate the form of compensation and how the contact details required for issuing the compensation are handled if data is collected anonymously*)
- Participants are notified of the results of the study upon request (*please indicate how the contact details required for announcing the results of the study are handled if data is collected anonymously*)



Checklist of attachments

- Documents from other parties (ethics commissions, funding organisations, etc.)
- Data management plan
- Participant information letter
- Consent
- Survey
- Contracts for procurement of data from third parties
- Contracts concerning third-party data processing
- Other, please specify

Please send the application form, including all attachments, to: datenschutz@unibas.ch