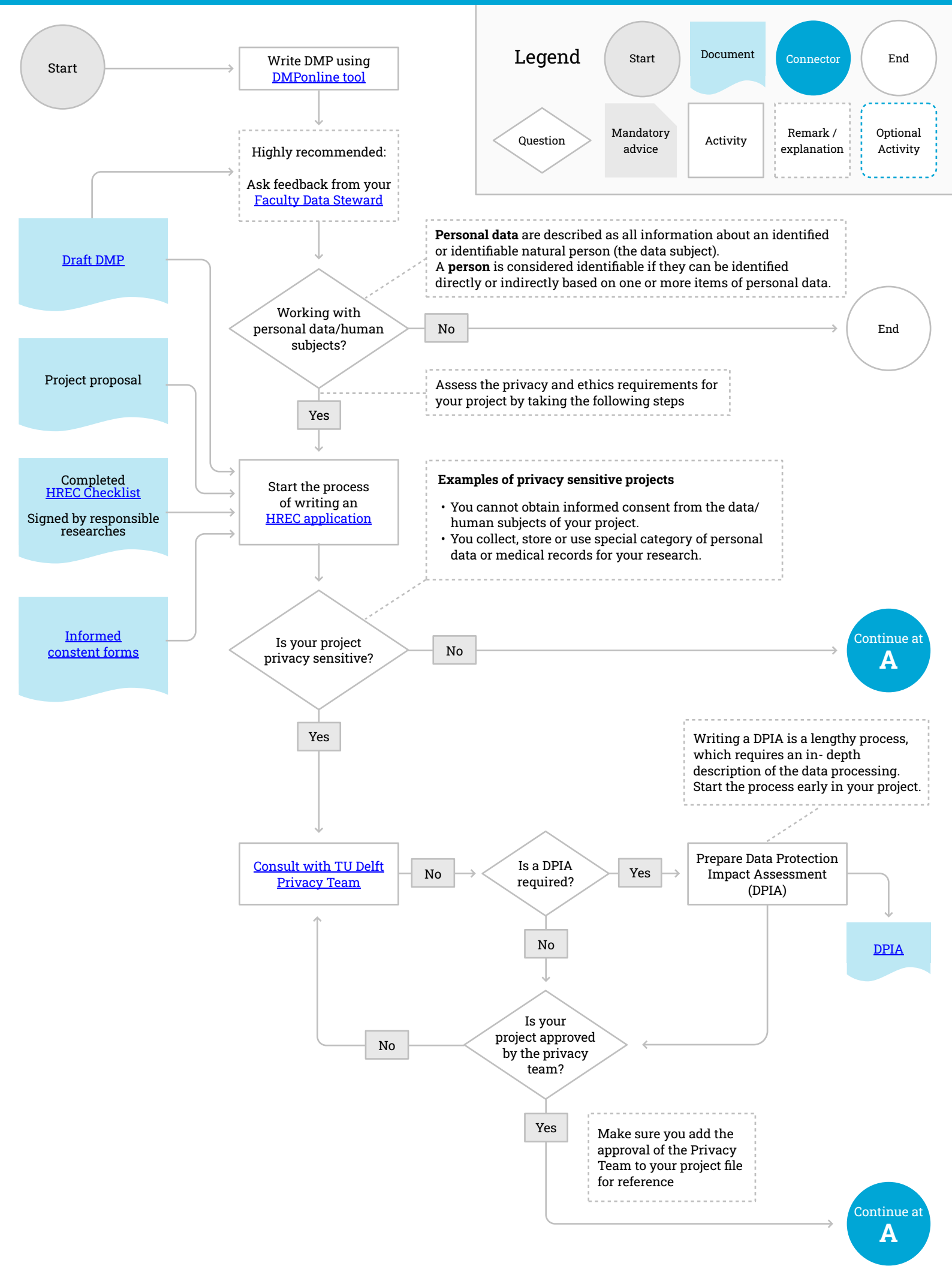
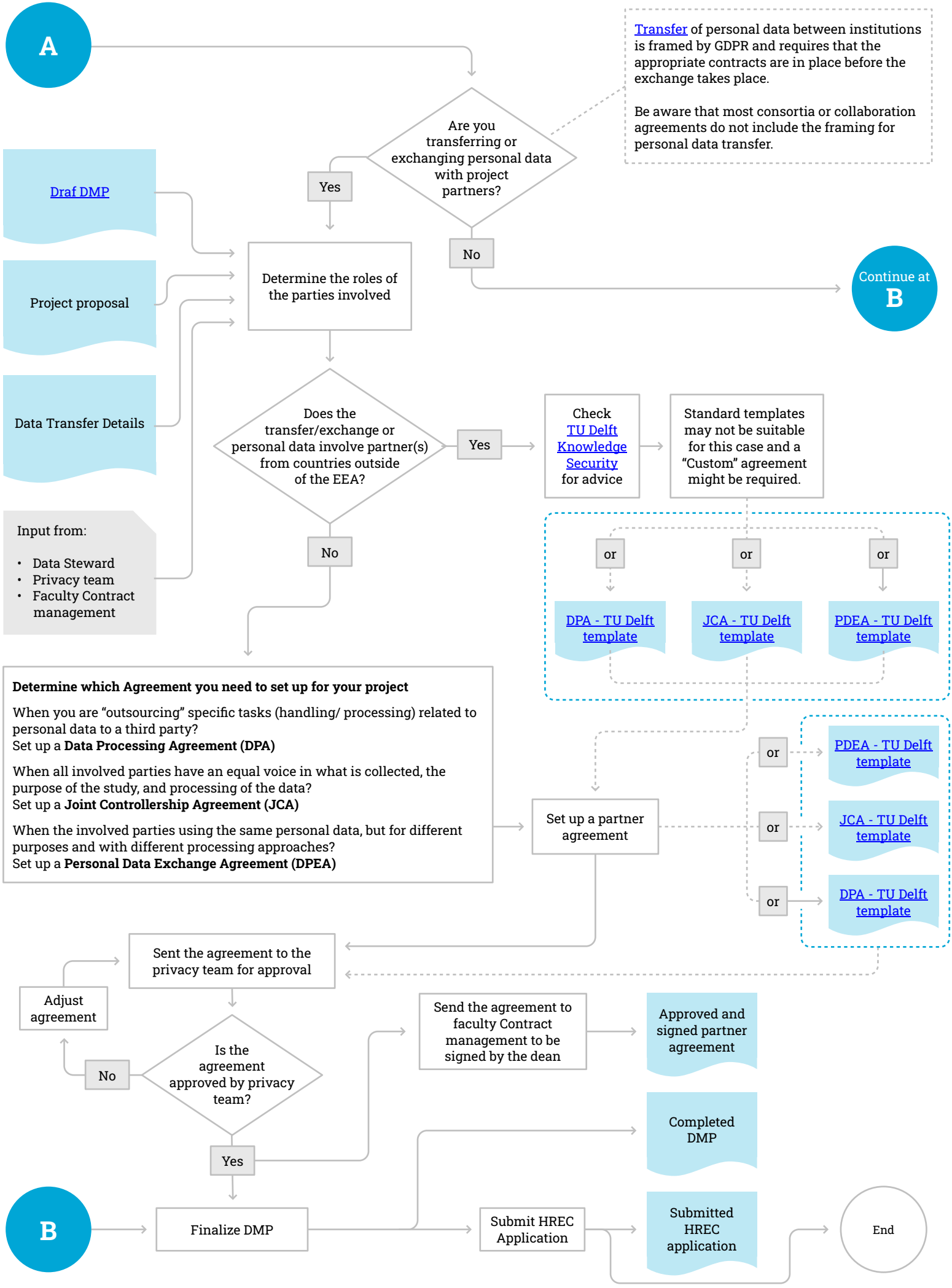

Legend
Start
Document
Connector
End
Question
Mandatory advice
Activity
Remark / explanation
Optional Activity
Start
Write DMP using DMPonline tool
Highly recommended:
Ask feedback from your Faculty Data Steward
Draft DMP
Project proposal
Completed HREC Checklist
Signed by responsible researches
Informed constent forms
Personal data are described as all information about an identified or identifiable natural person (the data subject).
A person is considered identifiable if they can be identified directly or indirectly based on one or more items of personal data.
Working with personal data/human subjects?
No
End
Assess the privacy and ethics requirements for your project by taking the following steps
Yes
Start the process of writing an HREC application
Examples of privacy sensitive projects
• You cannot obtain informed consent from the data/ human subjects of your project.
• You collect, store or use special category of personal data or medical records for your research.
Is your project privacy sensitive?
No
Continue at A
Yes
Writing a DPIA is a lengthy process, which requires an in- depth description of the data processing. Start the process early in your project.
Consult with TU Delft Privacy Team
No
Is a DPIA required?
Yes
Prepare Data Protection Impact Assessment (DPIA)
DPIA
No
Is your project approved by the privacy team?
No
Yes
Make sure you add the approval of the Privacy Team to your project file for reference
Continue at A


A
Transfer of personal data between institutions is framed by GDPR and requires that the appropriate contracts are in place before the exchange takes place.
Be aware that most consortia or collaboration agreements do not include the framing for personal data transfer.
Are you transferring or exchanging personal data with project partners?
Yes
No
Continue at B
Draf DMP
Project proposal
Data Transfer Details
Input from:
• Data Steward
• Privacy team
• Faculty Contract management
Determine the roles of the parties involved
Does the transfer/exchange or personal data involve partner(s) from countries outside of the EEA?
Yes
No
Check TU Delft Knowledge Security for advice
Standard templates may not be suitable for this case and a "Custom" agreement might be required.
or
or
or
DPA - TU Delft template
JCA - TU Delft template
PDEA - TU Delft template
Determine which Agreement you need to set up for your project
When you are "outsourcing" specific tasks (handling/ processing) related to personal data to a third party?
Set up a Data Processing Agreement (DPA)
When all involved parties have an equal voice in what is collected, the purpose of the study, and processing of the data?
Set up a Joint Controllership Agreement (JCA)
When the involved parties using the same personal data, but for different purposes and with different processing approaches?
Set up a Personal Data Exchange Agreement (DPEA)
Set up a partner agreement
or
or
or
PDEA - TU Delft template
JCA - TU Delft template
DPA - TU Delft template
Sent the agreement to the privacy team for approval
Adjust agreement
No
Is the agreement approved by privacy team?
Yes
Send the agreement to faculty Contract management to be signed by the dean
Approved and signed partner agreement
Completed DMP
B
Finalize DMP
Submit HREC Application
Submitted HREC application
End