



## Before research

### Step 1

- ✓ Write a Data Management Plan
- ✓ Contact the FGW Privacy Champion
- ✓ Prepare to send in an application to the Research Ethics Review Committee (ETCO).
- ✓ Is your research medical in nature? Inquire beforehand whether you need to submit a request to a METC

### Step 2

- ✓ Send in your application to the Research Ethics Review Committee (ETCO), at least **one month prior** to the start of data collection\*
- ✓ Register your processing activities via [DMPOnline](#)
- ✓ Prepare your privacy statement
- ✓ Arrange a suitable storage solution such as [Research Drive](#) or [YODA](#)
- ✓ Is a third party involved in the processing of the personal data? Set up a data processing or joint controller agreement with the third party



### Research Ethics Review Committee (ETCO)

\*For questions regarding your application, please send an email to [etco.fgw@vu.nl](mailto:etco.fgw@vu.nl)



## During research

### Step 3

- ✓ Inform your participants and ask for their consent
- ✓ Store the raw data and signed informed consent forms in a secure environment such as [Research Drive](#) or [YODA](#)
- ✓ Upload your privacy statement on [OSF](#) and/or on your project's website

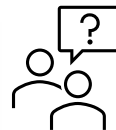
### Step 4

- ✓ Before further processing, save a copy of the raw data
- ✓ Document all your processing activities in a logbook
- ✓ Pseudonymize or anonymize the data
- ✓ In case of pseudonymization, store the key in an encrypted vault
- ✓ Regulate who has access to the data



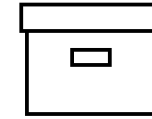
### Did you know...

that IT for Research can help you set up a suitable storage solution for your project?  
[itvo.ucit@vu.nl](mailto:itvo.ucit@vu.nl)



### Support at the Faculty of Humanities (FGW)

Data Steward & Privacy Champion  
[data.fgw@vu.nl](mailto:data.fgw@vu.nl)



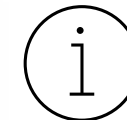
## After research

### Step 5

- ✓ Prepare a [README](#) file to deposit together with the data
- ✓ Deposit the raw data in a closed archive such as [YODA](#)
- ✓ Depending on the degree of pseudonymization or anonymization, deposit the processed data in a closed, restricted, or open archive. Consult the RDM LibGuide and/or contact the FGW Data Steward to find a suitable archive for your data

### Step 6

- ✓ Register your dataset(s) in PURE



### More information

Practical guidelines on how to deal with personal data throughout your research project can be found in the RDM LibGuide of the University Library  
<https://libguides.vu.nl/rdm>