# Data processing plan for master's theses at IPL

Directly or indirectly personal data must be stored and processed confidentially. Student and supervisor are responsible for ensuring that data is processed in accordance with NTNU guidelines, relating to storage, access control, management, and erasure of data. Examples of personal data are audio files, videos, transcriptions, and questionnaires that are not anonymized.

**Reporting to Sikt**

Students are expected to report to Sikt if the project is notifiable, i.e., a research project that involves collecting and processing personal data. Upon producing a notification form, the student is required to involve the supervisor, who is listed as the project manager.

In the Sikt notification form you must tick a box for *Which technical and practical measures will be used to secure the personal data?* Master's students at IPL collect personal data using Nettskjema and store it in the file storage system NICE-1. For this reason, we tick the box "Multi-factor authentication".

In the Sikt notification form you must tick a box for *Where will the personal data be processed?* Master's students at IPL collect personal data using Nettskjema and store it in the file storage system NICE-1. For this reason, we tick the box "Hardware".

In the Sikt notification form you must tick a box for *Who has access to the personal data?* Here, you tick the box "Project leader" and "Student (student project)". In some projects there are multiple people with access (co-supervisor etc.).

**More on storage in NICE-1**

NICE-1 is NTNUs file storage system for students who require shielding of data. To utilize this storage system, students must connect using vpn with two-factor authentication. When students request storage in NICE-1 the supervisor must also have access.

- Read more about NICE-1 here: https://i.ntnu.no/wiki/-/wiki/English/NICE-1
- Read about requesting storage here: https://i.ntnu.no/wiki/-/wiki/English/NICE-1+-+request+workspace

**Selecting tools for collecting personal data**

Students at NTNU have access to various tools, and we recommend the following procedure.

*Audio recordings*: One option is to download the Nettskjema-Diktafon app https://www.uio.no/english/services/it/adm-services/nettskjema/help/nettskjema-dictaphone.html and use this for audio recordings. Audio recordings are transferred for storage in NICE-1.

*Pictures/video*: Contact the administration at IPL to borrow cameras/video cameras. The visual recordings are transferred for storage in NICE-1and erased from memory chip.

*Video and/or audio recordings in digital interviews*: One option is to carry out interviews on Teams/Zoom/Skype recording the conversation on video with sound and/or picture. Another option is to carry out interviews on Teams/Zoom/Skype recording audio using the Nettskjema-Diktafon app. Recordings are transferred for storage in NICE-1 and erased from Teams/Zoom/Skype.

*Questionnaire*: Nettskjema is recommended for collecting data using digital questionnaires. Following collection of data, the SPSS-file (or excel-file) is transferred for storage in NICE-1, whilst the original file in Nettskjema is erased. Read more about using Nettskjema's survey tools and the Nettskjema-Diktafon app here: https://i.ntnu.no/wiki/-/wiki/English/Nettskjema

**Concluding processing of personal data**
When the student is done processing data, the personal data is erased in NICE-1. Sikt must be notified when the master's project in concluded.

In the aftermath of the project's conclusion it can in some instances be applicable to anonymize and store data, and separate routines and guidelines for this can be found here: https://i.ntnu.no/wiki/-/wiki/English/Research+data+repository