

Please see instructions before filling in.
Use an appendix if necessary.

Date:

1A Data controller	Name
	Address
	Other contact information (e.g. telephone during working hours, email address)
1B Parties of joint research project and related distribution of liabilities	
1C Director or group in charge of research	
1D Research staff members	All persons who have the right to process file data during the research
2 Contact person in file matters	Name
	Address
	Other contact information (e.g. telephone during working hours, email address)
3 Research file	File name <input type="checkbox"/> one-time research <input type="checkbox"/> follow-up research
	Duration of research
4 Purpose of processing personal data	

<p>5 File contents</p>	
<p>6 Regular information sources</p>	
<p>7 Regular data transfers</p>	
<p>8 Data transfers to outside EU or EEA</p>	
<p>9 File protection principles</p>	<p><input type="checkbox"/> Data are confidential</p> <p>Manually processed data:</p> <hr/> <p>Electronically processed data: <input type="checkbox"/> user name <input type="checkbox"/> password <input type="checkbox"/> registration of use <input type="checkbox"/> access control</p> <p><input type="checkbox"/> other, what:</p> <hr/> <p><input type="checkbox"/> Identification data are deleted at analysis stage <input type="checkbox"/> Data are analysed with identification data. Grounds for keeping identification data:</p>
<p>10 Deletion or archiving of research data</p>	<p><input type="checkbox"/> The research file is deleted <input type="checkbox"/> The research file is archived <input type="checkbox"/> without identification data <input type="checkbox"/> with identification data</p> <p>Where:</p>