

Template for the study information and the informed consent form for the transmission, archiving and further scientific use of personal data

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RDC Qualiservice (ed.)

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Background

The Research Data Center (RDC) Qualiservice, together with the law firm MLS LEGAL GmbH - Rechtsanwalts- und Fachanwaltsgesellschaft, has drawn up legally compliant declarations of consent to safeguard your data processing, which covers both the collection and processing of data in the research process as well as the transmission to Qualiservice for further secondary scientific use and archiving. These are available for download on our website. With these declarations of consent, we would like to support you in the preparation of the various phases of data processing in your research project, but also in the preparation of a planned archiving and provision of the research data for secondary scientific use.

Information and Declaration of Consent¹

On the transmission, archiving and further scientific use of personal data from the scientific research project *[insert the complete title of the scientific research project]* - *[insert the abbreviation of the scientific research project]* -

Information on transmission, archiving and further scientific use of personal data

Dear participants of the scientific research project,

with your participation in the scientific research project *[insert the abbreviation of the scientific research project]* you are rendering a valuable service to science, because without the collection of information about people and their living conditions, research into our social life would be impossible.

We ask you for your consent to the transmission, archiving and further scientific use by the Research Data Center „Qualiservice“ at the University of Bremen, of your personal data collected in the scientific research project *[insert the abbreviation of the scientific research project]*. The following information is provided for this purpose:

Why should my personal data collected in the course of the scientific research project *[insert the abbreviation of the scientific research project]* be used by the Research Data Centre „Qualiservice“?

The Scientific Research Data Centre „Qualiservice“ at the University of Bremen archives valuable information and makes it available to scientists for further scientific use. The multiple scientific use thus supports an improved exploitation of scientific work already performed.

Do I incur any costs as a result of my consent to the use of my personal data by the Research Data Centre „Qualiservice“, collected in the course of the scientific research project *[insert the abbreviation of the scientific research project]* and will an expense allowance be paid?

Your consent to the transmission, archiving and further scientific use by the Research Data Centre „Qualiservice“ of your personal data, collected in the scientific research project *[insert the abbreviation of the scientific research project]*, will not result in any additional cost for you.

No remuneration will be paid by the Research Data Centre „Qualiservice“ for the transmission, archiving and further scientific use of your personal data, collected in the scientific research project *[insert the abbreviation of the scientific research project]*.

Claims for further remuneration, royalties or other participations in financial benefits and profits, that may be achieved on the basis of the research results, are excluded.

¹ This is an english translation of the german version which is the only legally binding version.

Data protection information: What happens with my data?

Which data is transmitted to the Scientific Research Data Centre „Qualiservice“ for archiving and further scientific use?

The data collected and processed by you in the course of the scientific research project [*insert the abbreviation of the scientific research project*] will be transmitted to the Scientific Research Data Center „Qualiservice“, namely:

- data of contact [*insert: name all personal data, for example: name, address, telephone number, e-mail*]
- project data, which means the information about you produced in the context of the scientific research project, in particular: [*insert, for example:*
 - *audio recordings of an interview and evaluated copies thereof,*
 - *video recordings and evaluated copies thereof,*
 - *written version of an interview and evaluated copies thereof,*
 - *questionnaire data about your person.*]

Project data may include special categories of personal data such as personal data revealing racial or ethnic origin², political opinions, religious or philosophical beliefs or trade union membership, genetic data, biometric data, health data or data concerning a natural person's sexual life or sexual orientation [*please delete from this list those not applicable*].

Who has knowledge of the data and which person and institutions have access to the data?

Only authorised employees of the Research Data Center „Qualiservice“ at the University of Bremen as well as authorised scientists have access to your data. These persons are obliged to observe the data protection requirements. The data is protected against unauthorised access.

How does the Research Data Centre „Qualiservice“ archive and make further scientific use of your transmitted data?

After completion of the scientific research project [*insert the abbreviation of the scientific research project*] - in accordance with the guidelines for handling research data of the German Research Foundation for safeguarding good research practice - the project data collected from you, namely both the original data / records collected and those evaluated within the framework of the scientific research project [*insert the abbreviation of the scientific research project*], i.e. modified, abstracted and anonymised copies thereof, are transmitted to the Scientific Research Data Center „Qualiservice“ at the University of Bremen for archiving and further exclusively scientific use for future related topics in research and teaching. With regard to the project data submitted, the Research

² Original wording of the legal text according to article 9 paragraph 1 GDPR.

Data Centre „Qualiservice“ checks whether the data have already been made completely anonymous, i.e. the extent to which you cannot or can no longer be identified and, if necessary, takes additional measures to make your data anonymous and protect it.

The Research Data Centre „Qualiservice“ makes the anonymised project data available to other scientists for exclusively scientific purposes in research and teaching upon request and after individual examination, under strict conditions which are laid down in a user agreement. All data is treated confidentially in compliance with data protection requirements and research ethics and is protected against unauthorised access.

Upon completion of the scientific research project [*insert the abbreviation of the scientific research project*], your contact data will be automatically deleted, unless you have expressly agreed to further storage of your contact data for topic related scientific research projects.

In this case, your contact data will be transmitted to the Research Data Center „Qualiservice“ after completion of the scientific research project [*insert the abbreviation of the scientific research project*], provided that you have also given your consent.

Your transmitted contact data will be marked there with an identifier for the project data and stored separately from the project data at different locations to which only authorised employees of the the scientific research project and authorised scientists have access. Upon request, the contact details will be made available to other scientist who wish to investigate a scientific research project related to the topic.

In this case, the scientists would contact you again and ask whether you are available to participate in the scientific research project. Such participation is voluntary and you can refuse it without giving reasons. You can of course object to longer storage at any time; your contact data will then be deleted.

What rights do those person have affected by the data processing?

The transmission, archiving and further scientific use by the Research Data Center „Qualiservice“ at the University of Bremen of the data collected and processed in the scientific research project [*insert the abbreviation of the scientific research project*] is voluntary. If you do not agree to a transmission, archiving and further scientific use, you will not suffer any disadvantages. You have the possibility to assert the following rights at any time:

- **Right of access** about the personal data processed concerning you (art. 15 GDPR),
- **Right to rectification** of inaccurate personal data concerning you (art. 16 GDPR),
- **Right to erasure** of personal data concerning you (art. 17 GDPR),
- **Right to restriction** of processing of personal data concerning you (art. 18 GDPR),
- **Right to object** the processing of personal data concerning you (art. 21 GDPR),

- You also have the right to lodge a **complaint** with a **data protection supervisory authority** about the processing of personal data by us concerning you (art. 77 GDPR),
- If you have consented to the processing of your data, you have the right to **withdraw** this consent at any time for the future (art. 7 paragraph 3 GDPR). In this case, all personal data must either be deleted or made anonymous.

Your rights must always be asserted in writing to the person responsible for data processing.

Who is responsible for the archiving and further use of the data collected and processed in the scientific research project *[insert the abbreviation of the scientific research project]*? Who can I contact if I have further questions?

Responsible for the archiving and further scientific use of the transmitted data is the team of the Research Data Center „Qualiservice“ at the University of Bremen under the project management of Prof. Dr. Betina Hollstein from the Research Data Centre „Qualiservice“ at SOCIUM Research Center on Inequality and Social Policy at the University of Bremen, Mary-Somerville-Str. 9, 28359 Bremen, Germany, e-mail: bhollstein@uni-bremen.de. A contact form is also available on the qualiservice.org website.

If you have any questions regarding data protection law, please contact the data protection officer at the University of Bremen, Petra Banik, department 06, Bibliothekstrasse 1-3, 28359 Bremen, Germany, telephone: +49 421 218 60211, e-mail: pbanik@uni-bremen.de.

If you have further questions regarding the scientific research project as well as the transmission, archiving and the further scientific use of the data, please contact the following contact point/project management *[insert: study specific contact point/project management with appropriate contact details, like name, address, telephone, fax, e-mail]*.

If you wish to consent to the transmission of your data to the Research Data Center „Qualiservice“ for archiving and further scientific use in research and teaching, please sign the enclosed declaration of consent.

The original of the declaration of consent remains with the Research Data Center „Qualiservice“ at SOCIUM Research Center on Inequality and Social Policy at the University of Bremen, Mary-Somerville-Str. 7, 28359 Bremen, Germany, telephone +49 421 218 58616, e-mail: qualiservice@uni-bremen.de. You will receive a copy of the declaration of consent. The information letter on the scientific research project also remains with you.

Kind regards

[insert: N.N., job title]

Research Data Center „Qualiservice“

Information and Declaration of Consent

On the transmission, archiving and further scientific use of personal data from the scientific research project *[insert the complete title of the scientific research project]* - *[insert the abbreviation of the scientific research project]* -

Declaration of consent for the transmission, archiving and further scientific use of your personal data

I have received the written information. I was given a copy of my signed declaration of consent. I have read and understood both documents. I have been informed in detail - orally and in writing - about the purpose and the aim of the transmission, archiving and further scientific use of my personal data by the Research Data Centre „Qualiservice“, my rights and obligations, and my data protection rights. I had a chance to ask questions. These were answered satisfactory and completely.

I hereby declare my consent that, after completion of the scientific research project *[insert the abbreviation of the scientific research project]*, the project data collected about my person, both the original records and the modified, abstracted and anonymised copies thereof, may be transmitted to the Research Data Centre „Qualiservice“ for archiving and further exclusively scientific use by scientists in topic related areas of research and teaching.

Yes **No**

I hereby declare my consent that after completion of the above-mentioned scientific research project *[insert the abbreviation of the scientific research project]*, my contact data may also be transmitted to the Research Data Centre „Qualiservice“ at the University of Bremen, so that I may be contacted by scientists at their request for future topic related scientific research projects.

Yes **No**

Data protection declaration of consent

I hereby consent to the transmission of my personal project data collected and processed within the framework of the scientific research project *[insert the abbreviation of the scientific research project]*, namely both the original *[insert: e.g. original audio recordings of my interview OR original video recordings OR the original written version of my interview OR the original questionnaire data about my person etc.]* as well as the modified, abstracted and anonymised copies thereof to the Scientific Research Data Centre „Qualiservice“ at the University of Bremen for storage, processing and transfer to scientists for scientific use in topic related areas of research and teaching, *[please delete from this list those not applicable]: „.....in particular also with the processing of special categories of my personal data such as personal data revealing racial or ethnic origin³, political opinions, religious*

³ Original wording of the legal text according to article 9 paragraph 1 GDPR.

or philosophical beliefs or trade union membership, genetic data, biometric data, health data or data concerning a natural person's sexual life or sexual orientation".

Yes **No**

Furthermore I hereby consent to the transmission of my personal contact data collected in the course of the scientific research project [*insert the abbreviation of the scientific research project*] to the Scientific Research Data Centre „Qualiservice“ at the University of Bremen for storage, processing and transfer to scientists for scientific use in topic related areas of research and teaching.

Yes **No**

first and last name

address

place and date

signature

As the scientist in charge [*alternatively: project manager*] I have explained the aim, purpose, significance, scope and possible risks of the transmission, archiving and further scientific use in research and teaching.

place and date

signature