



**UiO** : **Institutt for spesialpedagogikk**  
Det utdanningsvitenskapelige fakultet

# Privacy and Data Protection at ISP

Marika Vartun, Head of Research Administration

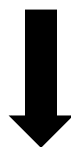
<https://www.uio.no/english/for-employees/support/privacy-dataprotection/index.html>

<http://www.uio.no/for-ansatte/arbeidsstotte/fa/regelverk-og-forskningsetikk/>

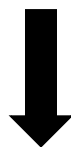


For questions and advice on privacy  
processing, both administrative  
and in research and study:

**personvernkontakt@isp.uio.no**



personvernkontakt@uv.uio.no



behandlingsansvarlig (data controller)  
(= the lawyers)

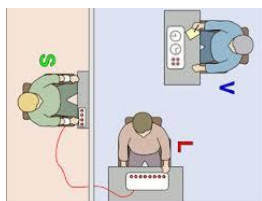
# Personal data & data protection

- **Personal data** = data that can identify the person

Student



Research participant



Case



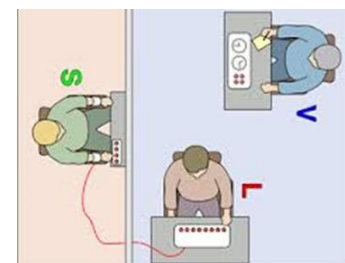
Employee



- **Privacy & data protection** = You decide over your own personal data
- <https://www.uio.no/english/for-employees/support/privacy-dataprotection/index.html>
- <https://www.datatilsynet.no/personvern/Hva-er-personvern/>
- [https://www.uio.no/for-ansatte/arbeidsstotte/fa/regelverk-og-forskningsetikk/kvalitetssystem-helse/definisjoner\\_og\\_forkortelser/definisjoner\\_og\\_forkortelser#toc64](https://www.uio.no/for-ansatte/arbeidsstotte/fa/regelverk-og-forskningsetikk/kvalitetssystem-helse/definisjoner_og_forkortelser/definisjoner_og_forkortelser#toc64)

## Which processes?

- Collecting data
  - Registering data
  - Analysing data
  - Storing data
  - Disclosing data
  - Erasing data
- 
- A combination of the processes above



# Data security: 4 aspects

1. **Authentication** : Access control
2. **Confidentiality**: Protection from intruders
3. **Integrity**: Protection of data from transformation or damage
4. **Accessibility**: Access when needed and at right level

[http://www.uio.no/for-ansatte/arbeidsstotte/fa/regelverk-og-forskningsetikk/kvalitetssystem-helse/definisjoner\\_og\\_forkortelser/definisjoner\\_og\\_forkortelser#toc64](http://www.uio.no/for-ansatte/arbeidsstotte/fa/regelverk-og-forskningsetikk/kvalitetssystem-helse/definisjoner_og_forkortelser/definisjoner_og_forkortelser#toc64)

# How?



# The student



## ePhorte



- Assure that we fulfill the demands in Public Administration Act, Freedom of Information Act, Archive Act, the Personal Data Act
- Protect complaints so that names are not visible in Public Journal
- The Archive assures quality

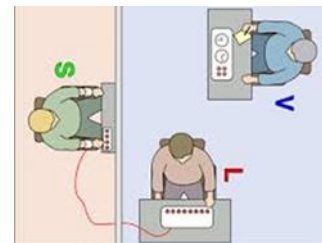
# The student



- If the student sends you an e-mail with sensitive data: answer with a new e-mail without sensitive data!
- Lock the data in the filing cabinet!
- Use the candidate number / student number!
- Lock your office!
- Clear your desk when you have visitors!
- Use the shredding machine often!



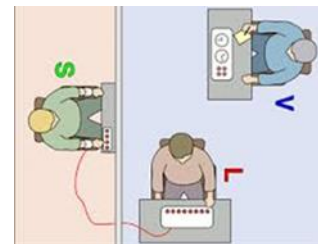
# The research participant



# Forskpro

- Forskpro is a registry UiO uses for overview of **ongoing research projects**
- Now it is a link between NSD and Forskpro, so the project will be automatically feeded in from NSD to Forskpro when approved .

# The research participant



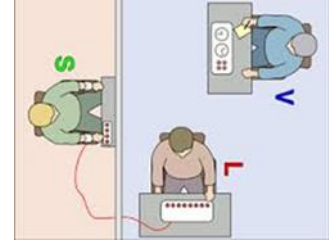
Health projects and Forskpro:



In a few cases the project leader will register their project in Forskpro prior to receiving NSD assessment. After NSD assessment the project is automatically imported to Forskpro and the project leader receives an email stating that the project is ready to be published in Forskpro. This would lead to duplicate projects in Forskpro.

To avoid duplicates, we recommend following two steps:

# The research participant

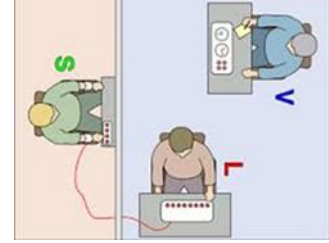


1) follow the project link in the notification email to delete the Forskpro project that has been imported from NSD.

2) edit the old Forskpro project, answer "Yes" to the question "Retrieve project data from NSD" and submit your 6-digit NSD registration number. Confirm by clicking "Retrieve".

<https://www.uio.no/english/for-employees/support/research/forskpro/frequently-asked-questions.html>

# The research participant

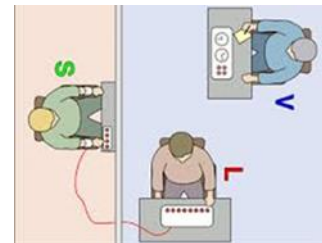


## NSD



- All research projects must be reported to the **Norwegian Centre for Research Data, [NSD](#)** and get approval before you start collecting data.
- EU projects already approved in another country: **Must** be reported to NSD if the data is stored in Norway.
- It is **desirable** that projects are reported to NSD if the data is only collected in Norway.

# The research participant



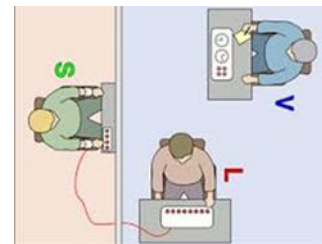
## NSD & REK & TSD



- Projects in medical & health research must follow this routine in 4 steps:

1. **Pre-approval from ISP:** Send an email to the head of research, with The Head of research in copy and describe the project including Your qualifications, Resources needed, Research Topic and your description on how the ethics, the medical-, the health-, and the the personal data protection-issues is handled.
  2. **Register the project in Forskpro:** and upload the Pre-approval there.
  3. **Apply for REK (ethical issues) and NSD (personal data protection issues)**
  4. **Upload all approvals in Forskpro**
- TSD is the safest way to collect, analyze and store sensitive personal data (Services for sensitive data)
  - **Student projects: avoid REK-projects!**

# The research participant



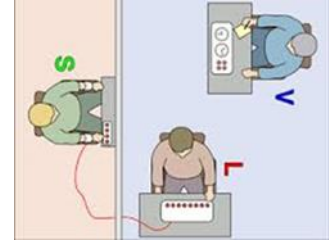
## Anonymous data

If you process fully anonymous data in your project, you do not need to apply to NSD.

Anonymous data is data that cannot in anyway identify individuals - either directly through name or birth number, indirectly through background variables, or through the name/link key, encryption formula and code. If you are unsure whether the research project is processing personal data,

please contact NSD. <https://www.uio.no/english/for-employees/support/privacy-dataprotection/personal-data-in-research.html>

# The research participant



## Data management plan



- All projects, including bachelor and master projects, must have a data management plan.
- Template:  
<https://nsd.no/arkivering/datahandteringsplan.html>



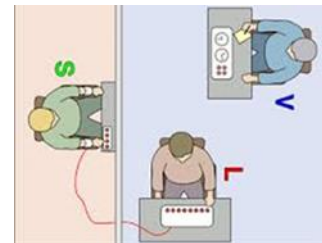
## Can I or my students recruit research participants through social media?

The short answer is yes, but you must follow [our rules](#)

Please contact [personvernkontakt@isp.uio.no](mailto:personvernkontakt@isp.uio.no) before you do this.

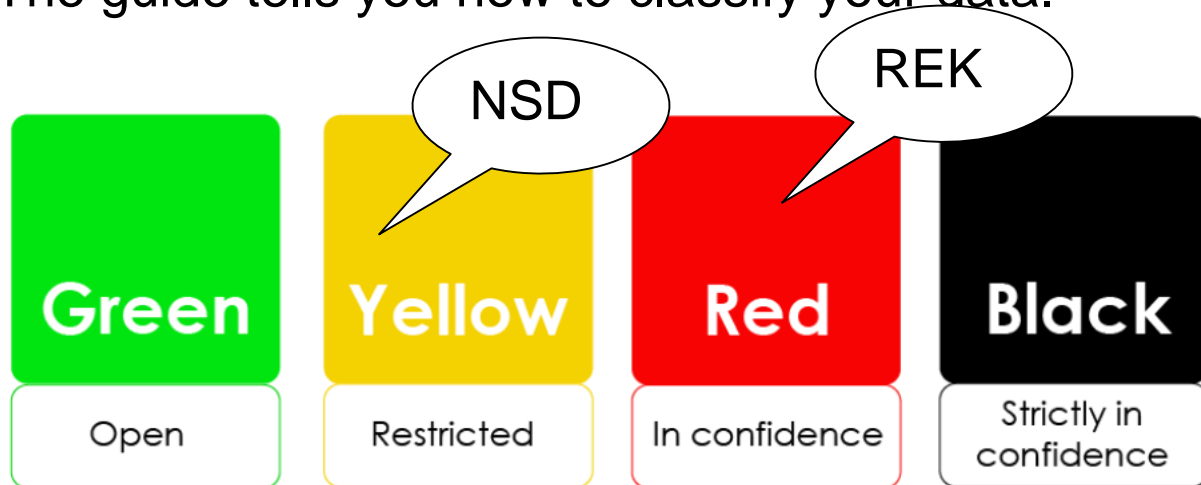


# The research participant



## UiOs Classification guide

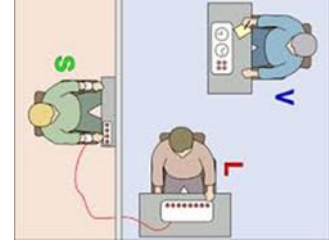
The guide tells you how to classify your data.



## UiOs Data storage guide

The guide tells you where you can store and process your data.

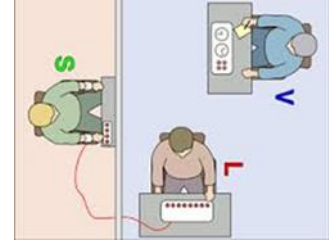
# The research participant



- Lock your office!
- Use the shredding machine often!
- Remember collaboration projects...

OUH have other guidelines

# The research participant



**Need assistance on storing and processing your audio/video data?**

## Teaching Learning Video Lab (TLVlab)

- Special focus on REK/NSD requirements for data protection.

## The IT service at the UV faculty

Provides technical guidance in data management

### Recording equipment

The faculty offers to lend audio recorders to students and staff. These can only be used for green and yellow data. In addition, the University of Oslo has created its own mobile app that can be used for recording that can also be configured to send data directly to the TSD for use with red data.

## Case



- Case for teaching – unidentifiable?
- Reports from PPT / Statped – unidentifiable?
- Videos for group work – unidentifiable?
- Canvas – unidentifiable?

# Employee



## ePhorte



- Administration Act, Freedom of Information Act, Archive Act, the Personal Data Act
- Limited access to files
- Protection of names
- Off § 13 (access to personal issues) on progress reports
- The Archive assures quality



# Employee



- Lock the documents in the filing cabinet!
- Use employee number!
- Lock your office!
- Clear your desk when you have visitors!
- Use the shredding machine often!



## Personal data & duty of confidentiality

- All employees at UiO have duty of confidentiality, and an independent responsibility to secure that personal data about students and employees are not given to a third party
- Violation of the laws about the duty of confidentiality, personal data etc. can result in dismissal, punishment and / or liability for damages, see [IT-reglementet ved UiO](#)
- <http://www.uio.no/for-ansatte/arbeidsstotte/sta/personvern/>



# Using Zoom in research and teaching

- If you use Zoom for collecting, discussing and / or processing red data: Please follow these UiO rules:  
<https://www.uio.no/tjenester/it/sikkerhet/isis/tillegg/rutiner/using-zoom-for-red-data.html>
- More about privacy, rules and security in Zoom here:  
<https://www.uio.no/english/services/it/phone-chat-videoconf/zoom/help/getting-started/>

# When mistakes are made (AVVIK)

## Personal data in the wrong hands?

1. Inform your immediate superior!
2. Your immediate superior or You must use this form to report the mistake:

<https://nettskjema.no/a/avvik-personopplysninger#/page/1>

Phone 22 84 09 11 when you need immediate help

<https://www.uio.no/english/for-employees/support/privacy-dataprotection/>

Immediate measures should be taken in order to reduce the damage

Data controller will review the incident and if necessary contact:

- The Data Protection Officer
- The University Director and possibly other academic directors
- The Norwegian Data Protection Authority
- The IT Director will follow up the issue in most cases

<https://www.uio.no/english/for-employees/support/privacy-dataprotection/more-about-privacy/handling-discrepanices.html>

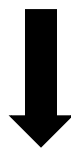


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