# Minimum Personal Data Matrix

**The following document is for Undergraduate and Postgraduate Taught students who plan to collect or process personal data as part of a project e.g. dissertations, questionnaires, coursework assignments.**

At the start of any project, ask yourself the following question: **What data do I actually need to collect to fulfil the purpose of the project?**

It’s important not to collect more personal data than you actually need for a project. By collecting only what is absolutely necessary, it lowers the potential risk of harm coming to the person who has provided the data if anything were to happen to it, such as if it was stolen, hacked or lost. It can also reduce the amount of work and time it would take for you to analyse the data.

When filling out the table below, think of each piece of data – if it wasn’t included, what would the impact be on your project?

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| --- | --- | --- |
| **Essential** | **Additional** | **Extra** |
| Data that is absolutely critical and will be used to meet the specific aims of your project. | Data which may be useful for supporting your findings. | Anything not listed in the first two columns doesn’t need to be collected as part of your project. |
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