# Project Planning Checklist: Personal Data

**This 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.**

This checklist will help guide you through what to consider at each stage of your project. We recommend writing a clear plan and including: what personal data you will collect, how you plan to collect it, and what you will do with it after you've finished your project.

## 1. Before Collection

| Action(s): | Helpful Resource(s): |
| --- | --- |
| ☐ Decide if your project will involve working with personal data. | What is Personal Data? |
| ☐ Decide what the minimum personal data is which you require to collect for your project. | Minimising Personal Data Matrix |
| ☐ Identify the lawful basis for collecting and processing the personal data. | Lawful Bases Definitions |
| ☐ Consider whether you should anonymise/pseudonymise the personal data you collect. | |

## 2. During Collection

| Action(s): | Helpful Resource(s): |
| --- | --- |
| ☐ Be transparent with participants about how you will use their data and how long you will keep it for. | Participant Information Sheet Template |
| ☐ Confirm that participants give their consent to take part. | Consent Form Template |
| ☐ Include a clear way for participants to opt out. | |
| ☐ Keep the personal data safe as you collect it. | |
| ☐ Use the Template Landing page if you're using an online survey to collect data. | Online Survey Template Landing Page |

## 3. After Collection

| Action(s): | Helpful Resource(s): |
| --- | --- |
| ☐ Store all the data you've collected for your project on your University OneDrive, not a personal account. | Top tips for storing data |
| ☐ Make sure any devices you use to handle the personal data are secure, never left unattended and password protected. | IT Security Tips |
| ☐ Talk to your project supervisor/module leader about how long you should keep the data after you've completed your project. | |
| ☐ Set a deadline to dispose of the data and stick to it. Work out how you will dispose of it (e.g. deleting, shredding, etc.) | |