

Data Protection & Legal Issues in Research Projects – Checklist for Applicants

This guide is designed to help you comply with legal and data protection requirements when planning and conducting your research project at SRH University of Applied Sciences (SRH University).

I. Data Protection To-Do List

1. Determine the legal basis:

- Is the processing based on consent (Art. 6(1)(a) GDPR) or a contract/legal basis (Art. 6(1)(b)/(e) GDPR)?
- For sensitive data (health, ethnicity, etc.), check: special categories (Art. 9 GDPR).

2. Use a consent form:

- Use the blank consent form provided by SRH University.
- Adapt it to your project (purpose, types of data, retention period).
- Inform participants of their right to withdraw consent.

3. Information obligation (Art. 13 GDPR):

- Complete the Art. 13 information sheet with your project-specific details (controller, purpose, retention period).
- Provide it to participants **before collecting data**.

4. Data minimization & purpose limitation:

- Collect only the data that is truly necessary.
- Use this data only for the research project, not for other purposes.

5. Storage & deletion:

- Store personal data only on the university's own secure systems.
- Establish a **retention period** or archiving strategy (e.g., anonymization upon completion).
- For surveys conducted as part of theses, personal data must be deleted or fully anonymized 1 year after the grade is announced.

6. Further Information::

- On MeineSRH at:
<https://srh.staffbase.com/content/page/67b877761555296410ab0870> und
<https://srh.staffbase.com/content/page/5c6406b762bfe2a166d157bf>

II. General Legal Considerations

1. Copyright:

- Determine who owns the rights to research data, texts, images, software, or other materials.
- Obtain usage rights if third-party works are used.

2. Contracts & Collaborations:

- Review agreements with partner institutions, clients, or funders for data protection and confidentiality obligations.

3. Third-Party Consent:

- Have you obtained written consent from all individuals depicted or cited?
- For minors: Consent from legal guardians is required.

4. Ethics & Research Ethics:

- Check whether an ethical review or approval by the SRH University Ethics Committee is required.
- Further information and templates from the Ethics Committee:
<https://www.srh-university.de/de/forschung/ethikkommission/>

III. Templates and Contacts

- **Consent Form and Information Sheet pursuant to Art. 13 DSGVO (Blanko):**

<https://srh.staffbase.com/api/media/secure/external/v2/raw/upload/6900ea366348a25429d9c6a2.docx>

- **Data Protection Contact:**

SRH University Data Protection Team

HSHDDatenschutz@srh.de

Joint Ethics Committee of
SRH University and PH Heidelberg

Ethikkommission.HSHD@srh.de

Data Protection Officer Symbion
GmbH

datenschutzbeauftragter-srh@symbion-gmbh.de