

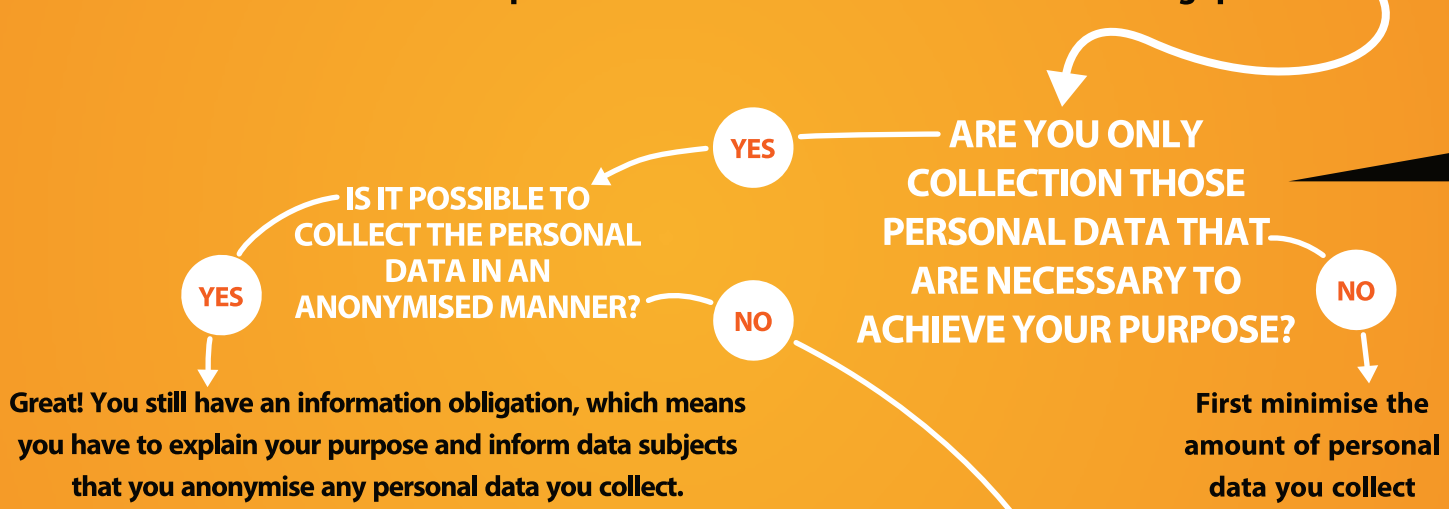
I WANT TO USE SOMEONE ELSE'S PERSONAL DATA

For example, for the purposes of your internship, research or when taking a picture or recording a video. It is important to know how to properly handle personal data.



1. PURPOSE

Always start by defining your purpose: what do you need the personal data for? Now answer the following questions.



Personal data are data that can be traced back to a specific person, e.g. their name, social security number and email address. Even someone's religious beliefs and sexual preferences are classified as personal data.

For example: do you need a specific year of birth or would an age range suffice? Do you need to know someone's exact place of birth or would a general region provide enough information as well?

2. CONSENT



You must always carefully register and store the consent you receive. Always inform data subjects about why you want to collect their personal data, who can access their data, how long you intend to store the data and how one can revoke their consent, once given (this is not always possible in the context of scientific research). For children under the age of 16, their parents must consent to the data collection.

3. SECURITY



4. CONTINUED



ARE YOU DOING AN INTERNSHIP?

- Always check your internship organisation's privacy policy beforehand
- When reporting for your own institution: always anonymise all personal data

