

Processing of personal data in UAH research projects, contracts and other research works

When conducting a research project or research working (Research Project, Contracts art. 83 LOU, Doctoral Thesis, Master's or Graduate Dissertation), you need to be aware that:

- **Personal data** means any information that identifies or can identify a natural person, such as, for example, a first and last name, voice, image, telephone number, email address or national identity card number. So too are other specially protected data such as political or religious opinions, physical and mental health, genetic or biometric data such as fingerprints, or a person's sexual orientation.
- If you collect or use personal data, **you MUST COMPLY with personal data protection regulations**. As a rule, all research will involve processing the information of the team or person(s) conducting the research, but, above all, it will involve processing the information of the people whose data you need to carry out the research.

To make it easier for you to comply with data protection regulations, the UAH Data Protection Unit asks you to please answer the following ten questions:

1. What types or categories of personal data am I processing? From which subjects? Are they or do they reside or live outside Spain?

2. What kind(s) of processing am I doing? What is the purpose of my research?

3. Who else is involved in my research? Am I being helped by someone else? An NGO or an external company? Are there any links, contracts or agreements with them?

4. Will I be collaborating with other research groups, entities or persons outside the European Union? If so, which countries are they in, and are there any links, contracts or agreements with them?

5. How will I collect personal data (survey, interview, recording, form, photographs, directly from the subject or from a third party such as parents, guardians, relatives or friends)?

6. Have I asked for consent from the subjects from whom I am collecting data? How have I done so? Do I have proof of consent? Have I asked for personal data (survey, interview, recording, form, photographs, directly from the subject or from a third party such as a parent, guardian, family member

or friend)?

7. Have I informed the subjects from whom I am collecting data about what I am going to do with it? What have I informed them about? How have I informed them? Do I have evidence of this?

8. How do I ensure the security of the information processed? Have I assessed the risks and privacy impact? Do I anonymise or pseudonymise the data? Where do I store it? Who has access?

9. Will I communicate, exchange or publish the data I work with to third parties outside the research? Will I publish the result? If so, how will I do it?

10. How long will I keep the data and how do I plan to destroy it?



If you have any questions, you can contact the University's Data Protection Unit by sending your query to protecciondedatos@uah.es and/or consulting the Data Protection Unit's website <https://www.uah.es/protecciondedatos>.

Name and surnames:

Category / Collective (Students, Administration or Service Staff, Teaching and Research Staff):

Email:

Date and signature:

The data collected will be processed for the purpose of providing advice on the project, contract or research work described, within the framework of the educational and research function legally attributed to the University, as well as the University's legal obligations to provide advice on the subject. This data will not be transferred except upon prior request and in the cases provided for by law and will be kept for the legally established period of time and for the time necessary to fulfil the aforementioned purpose. The controller is the General Secretariat of the University, before whom the rights of access, rectification, suppression, opposition, limitation of processing and portability may be exercised, by writing to the Data Protection Officer (Colegio de San Ildefonso, Plaza de San Diego, s/n. 28801, Alcalá de Henares. Madrid) or by e-mail (protecciondedatos@uah.es), attaching a copy of the DNI or equivalent. In the event of any dispute, an appeal may be lodged with the Spanish Data Protection Agency. For further information, please consult the UAH's [Política de Privacidad](#).