

NOTIFICATION FORM (ENGLISH TRANSLATION) – NSD

NB! This translation is to be used as an aid when filling out the online Notification Form (currently only in Norwegian)

- [Personal data](#)
- [Types of data](#)
- [Project Information](#)
- [Responsibility](#)
- [Sample and Criteria](#)
- [Third Persons](#)
- [Documentation](#)
- [Other approvals](#)
- [Processing](#)
- [Information Security](#)
- [Duration of project](#)
- [Additional Information](#)
- [Send in](#)

Which personal data will be processed?

Personal data are any data about an identified or identifiable natural person (data subject). Pseudonymised data are also considered personal data.

“Pseudonymisation” means processing collected data in way that the data can no longer be linked to individual persons, without the use of additional information. This usually involves removing identifiable information such as name, national ID number, contact details etc. from the collected data and giving each data subject a code/number. A scrambling key is the file/list of names and codes that makes it possible to identify individuals in the collected data. The scrambling key should be stored separately from the rest of the data. NB: processing pseudonymised data is still considered processing personal data, even if you do not have access to the scrambling key, and even if the scrambling key is being stored by an external party, such as SSB, the National registry etc.

Name

First name and surname

Yes No

National ID number or other personal identification number

11-digit personal identifier, D number, or other national identification number

Yes No

Date of birth

Yes No

Address or telephone number

Yes No

Email address, IP address or other online identifier

An email address is a unique address that is assigned to the user of an electronic mail service. An IP address is a unique address that is assigned to a device (e.g. a computer) in a computer network like the Internet. Dynamic IP addresses may also be considered personal data in certain cases. Cookies are an example of an online identifier. NB! If you are going use an online survey, and the service provider (data processor) will have access to email addresses or IP addresses, you must indicate this here.

Yes No

Photographs or video recordings of persons

Photographs and video recordings of faces are usually considered to be personal data

Yes No

Audio recordings of persons

Audio recordings where personal data are recorded and/or where there exists a scrambling key that links the audio recordings to individual persons on the recordings. The voice of the person speaking is considered personal data in itself.

Yes No

GPS data or other geolocation data

Data which indicate the geographical location of a person

Yes No

Demographic data that can identify a natural person

E.g. a combination of information such as municipality of residence, workplace, position, age, gender etc.

Yes No

Genetic data

Personal data relating to the inherited or acquired genetic characteristics of a natural person, which give unique information about the physiology or health of that person.

Yes No

Biometric data

E.g. fingerprint, handprint, facial form, retina and iris scan, voice recognition, DNA.

Yes No

Other data that can identify a natural person

If you think that you will be processing personal data but cannot find a suitable alternative above, indicate this here.

Yes No

[Next](#)

Which demographic data that can identify a natural person will you be processing? (if applicable)



Which other data that can identify a natural person will you be processing? (if applicable)



Will special categories of personal data or personal data relating to criminal convictions and offences be processed?

Racial or ethnic origin

This includes belonging to an ethnic group, population, cultural sphere or society that has common characteristics. For example, information that a person is Sami is not considered to say anything about race but it says something about ethnicity.

Yes No

Political opinions

That a person is a member of a political party and/or what a person voted in an election, including political opinions and beliefs. However, this does not include information that a person is a conservative, radical or labour party supporter.

Yes No

Religious beliefs

That a person is a member of a religious organisation/congregation. This does not include information that a person has a subscription to a religious newspaper.

Yes No

Philosophical beliefs

That a person is a member of a philosophical association, or that a person believes that knowledge is acquired through logical speculation and observation.

Yes No

Trade Union Membership

That a person is a member of a trade union that organises employees within the same industry/subject area, e.g. LO, NTL, NAR etc.

Yes No

Health data

Personal data concerning a natural person's physical or mental health, including use of healthcare services.

Yes No

Sex life or sexual orientation

A person's sexual orientation (homosexual, lesbian, bisexual etc.) and/or sexual behaviour (e.g. that a person has been unfaithful, indecent exposure, offensive gestures/language)

Yes No

Criminal convictions and offences

Personal data concerning convictions and offences, or related to security measures.

Yes No

Project Information

[Edit project](#)

[+ Register new project](#)

[Chose existing project](#)

if 'Register new project':

Title

The title must describe the content of the project

Project description

Give a description of the project's scientific purpose/research question

Subject area

- Humanities
- Social sciences
- Mathematics and natural sciences
- Technological sciences
- Medical sciences
- Agriculture and fisheries

Other subject areas

Cancel [Save](#)

Will the collected personal data be used for other purposes, in addition to the purpose of this project?

Personal data should only be processed for specified, explicit and legitimate purposes. This means that each purpose for processing personal data must be identified and described clearly and accurately. In order for a purpose to be considered legitimate, it must also be in accordance with ethical and legal norms.



Explain why it is necessary to process personal data.

Explain why the personal data are adequate, relevant and limited to what is necessary for the purposes for which they are being processed. This includes limiting the amount of collected data to that which is necessary to realise the purposes of data collection.



Project description

Chose file...

External funding

- The Research Council of Norway (Norges forskningsråd - NFR)
- Public authorities [E.g. research commissioned by a ministry](#)
- Other [E.g. funding from a pharmaceutical company or from private actors](#)

Type of project

- Research Project and PhD thesis
- Student project, Master's thesis
- Student project, Bachelor's thesis
- Other student project

Contact information, student (if student project)

Name

E-mail

Telephone number

[Neste](#)

Responsibility for data processing

Data controller

The institution responsible for the processing of personal data. The data controller determines the purposes for which, and the manner in which, personal data are processed.

Project leader (research assistant/ supervisor or research fellow/ PhD candidate)

The person responsible for the project.

Name

Position

Email address

Telephone number

Will the responsibility for processing personal data be shared with other institutions (joint data controllers)?

Yes No

If two or more institutions together decide the purposes for which personal data are processed, they are joint data controllers.

Joint data controllers (if applicable)

Institution

[Institution not found in the list](#)

Institution

Country

Postal address

Email address

Telephone number

[Next](#)

Whose personal data will be processed?

You must describe each group of people whose personal data you will be processing. Add and describe each sample individually.

+ Add sample

Sample 1

Describe the sample

Recruitment or selection of the sample

Describe how the sample will be recruited and how initial contact with the sample will be made. For example, whether you will make initial contact during field-work or via your own network, or whether a school, hospital or organisation will contact its pupils, patients or members on your behalf. If the sample will not be recruited but will be selected from a registry or an administrative system etc., describe how the selection will be carried out and what the selection criteria will be.

Age

years (to)

years

Will you include adults (18 år +) who do not have the capacity to consent?

i.e. the person has reduced capacity or lacks capacity to consent. For example, the person may have mental/cognitive impairment, significant physical/emotional ailments, or may be unconscious, conditions which make it difficult or impossible for the person to gain sufficient understanding in order to give valid consent. The central aspect is whether the person is capable of understanding the purpose of the processing/project in question, and of understanding potential positive and negative consequences (immediate and long-term).

Yes

No

Explain why it is necessary to include adults who do not have the capacity to consent (if applicable)

Types of personal data for sample 1

Name
National ID number or other personal identification number
Date of birth
Address or telephone number
Email address, IP address or other online identifier
Photographs or video recordings of persons
Audio recordings of persons
GPS data or other geolocation data
Demographic data that can identify a natural person
Genetic data
Biometric data
Other data that can identify a natural person

Methods /data sources for sample 1

Select and/or describe the method(s) for collecting personal data and/or the source(s) of data

Personal interview
Group interview
Online survey
Paper-based survey
Participant observation
Non-participant observation
Field experiment / field intervention
Web-based experiment
Tests for pedagogical research / psychological tests
Medical examination and/or physical tests
Human biological material
Social media – open forum
Social media – closed forum
Discussion board/forum for online newspapers/online debates
Big data
Medical records
Biobank
Data from another research project
Other
Statistics Norway - SSB
Criminal records (Det sentrale straffe- og politiopplysningsregisteret, SSP)
Medical Birth Registry of Norway (Medisinsk fødselsregister, MFR)
Norwegian Registry of Pregnancy Termination (Register over svangerskapsavbrudd)
Norwegian Cardiovascular Disease Registry (Hjerte- og karregisteret)
Norwegian Cause of Death Registry (Dødsarsaksregisteret, DÅR)
Norwegian Prescription Database - NorPD (Reseptregisteret)
Norwegian Immunisation Registry (Nasjonalt vaksinasjonsregister, SYSVAK)
Norwegian Surveillance System for Communicable Diseases (Meldesystem for smittsomme sykdommer, MSIS)
Norwegian Surveillance System for use of antibiotics and healthcare related infections (Norsk overvåkingssystem for antibiotikabruk og helsetjenesteassosierte infeksjoner, NOIS)
Norwegian Surveillance System for Antimicrobial Drug Resistance (Norsk overvåkingssystem for antibiotikaresistens hos mikrober, NORM)

Norwegian Surveillance System for Virus Resistance (Norwegian Surveillance System for Virus Resistance, RAVN)
Norwegian Patient Registry (Norsk pasientregister, NPR)
IPLOS-registeret
Kommunalt pasient- og brukerregister (KPR)
Cancer registry of Norway (Kreftregisteret)
Genetic Mass Survey of Newborns (Genetisk masseundersøkelse av nyfødte)
Reseptformidleren
Forsvarets helseregister
Helsearkivregisteret
Helseundersøkelsen i Nord Trøndelag (HUNT)
Tromsø-undersøkelsen
SAMINOR
Den norske mor og barn undersøkelsen (MoBa)
Nasjonalt register for langtids mekanisk ventilasjon
Nasjonalt kvalitetsregister for barnekreft
Norsk Kvalitetsregister Øre-Nese-Hals –Tonsilleregisteret
Norsk vaskulittregister & biobank (NorVas)
Norsk Parkinsonregister & biobank
Norsk karkirurgisk register (NORKAR)
Norsk hjertinfarkregister
Gastronet
Norsk register for analinkontinens
Nasjonalt barnehofteregister
Norsk kvalitetsregister for artrittsykdommer (NorArtritt)
Norsk nakke- og ryggregister
Nasjonalt korsbåndregister
Nasjonalt register for leddproteser
NorKog
Norsk MS-register og biobank
Nasjonalt register for KOLS
Nasjonalt kvalitetsregister for lymfom og lymfoide leukemier
Nasjonalt kvalitetsregister for lungekreft
Nasjonalt kvalitetsregister for føflekkreft
Nasjonalt kvalitetsregister for brystkreft
Nasjonalt kvalitetsregister for prostatakreft
Nasjonalt kvalitetsregister for tykk- og endetarmskreft
Nasjonalt register for ablasjonsbehandling og elektrofysiologi i Norge (ABLA NOR)
Norsk register for invasiv kardiologi (NORIC)
Norsk hjertesvikregister
Norsk pacemaker- og ICD- register
Nasjonalt kvalitetsregister for gynekologisk kreft
Norsk register for gastrokirurgi (NoRGast)
Nasjonalt kvalitetsregister for behandling av spiseforstyrrelser (NorSpis)

Legal basis for processing personal data

- The data subject has given consent
- Necessary for the performance of a contract
- Necessary for the performance of a task in the public interest
- Necessary for the purposes of legitimate interests

Who will give consent on behalf of children under 16 years? (if applicable)

- Parent/guardian
- Child

Who will give consent on behalf of youths 16-17 years? (if applicable)

- Parent/guardian
 - Youth
-

Information for sample 1

Will you inform the sample about processing their personal data?

- Yes
- No

How?

- Written information (on paper or electronically)
- Oral information

Note that the requirements for [what you have to give information about](#) have changes with the new legislation (20 July 2018). Check out our [template for the information letter](#) to make sure that you include all obligatory information.

Upload information letter / upload oral information

Chose file...

Will you inform the sample about processing their personal data?

- Yes
- No

Explain why the sample will not be informed about the processing of their personal data (if applicable)

Will persons who do not have the capacity to consent receive specially adapted information? (if applicable)

- Yes
- No

Upload information letter

Chose file.....

+ Add sample [Next](#)

Third persons

Will you be processing personal data about third persons?

This includes data about persons who are not included in the sample/are not participating in the project; information provided by a data subject that relates to another identified or identifiable natural person. Examples of this are when a data subject is asked about their mother's and father's education or country of origin, or when pupils are asked about their teacher's teaching methods.

Yes No

Describe the third persons

Types of personal data about third persons

Name

National ID number or other personal identification number

Date of birth

Address or telephone number

Email address, IP address or other online identifier

Photographs or video recordings of persons

Audio recordings of persons

GPS data or other geolocation data

Demographic data that can identify a natural person

Genetic data

Biometric data

Other data that can identify a natural person

Which sample will provide information about third persons?

Sample 1

Sample 2 etc.

Will third persons consent to the processing of their personal data?

Yes No

Will third persons receive information about the processing of their personal data?

Yes No

Upload information letter

Chose file...

Will third persons receive information about the processing of their personal data?

Yes No

Explain why third persons will not be informed (if applicable)

[Next](#)

Documentation

How will consent be documented? (if applicable)

- Electronically (e-mail, e-form, digital signature)
- Manually (on paper)
- Orally

The law does not set requirements as to whether consent must be given in writing or verbally, but you must be able to document that consent has been obtained. Oral consent can be documented with the use of a sound recording.

Describe (if applicable)



How can consent be withdrawn? (if applicable)



Total number of data subjects in the project

(Data subjects= persons whose personal data you will be processing)

- 1-99
- 100-999
- 1000-4999
- 5000-9999
- 10.000-49.999
- 50.000-100.000
- 100.000+

How can data subjects get access to their personal data or how they can have their personal data corrected or deleted?

Rights of data subjects (participants) include the right to access one's own personal data and to receive a copy of one's data if asked for. A data subject can request that their personal data are corrected if they feel that the information is wrong or lacking, and the data subject can withdraw consent and request that their personal data are deleted. Give a short description of the procedure for how a data subject can get access to their personal data, and how they can have their personal data corrected or deleted.



[Next](#)

Other approvals

Will you obtain any of the following approvals or permits for the project?

Indicate if you will obtain any of the following approvals or permits in order to carry out the project.

- Ethical approval from The Regional Committees for Medical and Health Research Ethics (REC)
- Confidentiality permit (exemption from the duty of confidentiality) from the Regional Committees for Medical and Health Research Ethics (REC)
[REC has the authority to grant a confidentiality permit for the processing of health data, both for health research and other research.](#)
- Approval from own management for internal quality-assurance and evaluation of health services (intern kvalitetssikring) (The Health Personnel Act § 26)
- Confidentiality permit (exemption from the duty of confidentiality) from the Norwegian Directorate of Health, for quality-assurance and evaluation of health services (kvalitetssikring) (The Health Personnel Act § 29b)
- Biobank
- Confidentiality permit (exemption from the duty of confidentiality) from Statistics Norway (SSB)
[Statistics Norway has the authority to grant a confidentiality permit for the data that they manage, e.g. data about population, education, employment and social security.](#)
- Approval from The Norwegian Medicines Agency (Statens legemiddelverk, SLV)
[E.g. for a clinical drugs trial](#)

Confidentiality permit (exemption from the duty of confidentiality) from a department or directorate

Other approval

E.g. from a Data Protection Officer

Indicate which approval



Upload document ('oppdragsdokument')

Chose file...

Upload approvals

Chose file...

[Next](#)

Processing

Where will the personal data be processed?

“Processing” includes any collecting, registering, storing, collating, transferring etc. of data. You must indicate all processing of personal data that will take place in the project.

Computer belonging to the institution responsible for the project

Computer owned/operated by the data controller. For example, processing data in a private or communal user area on the institution's server.

Mobile device belonging to the data controller

Mobile device owned/operated by the data controller. A mobile device can be a laptop, camera, mobile phone etc.

Physically isolated computer belonging to the data controller

Not connected to other computers or to a network, neither internally nor externally.

External service or network

Such as providers of cloud storage, online surveys or data storage (such as TSD). Use of an external service or server requires that a data processor agreement is made between the data controller and the external party.

Private device

Data collection or storage on private devices such as your own computer or mobile phone etc. is not recommended and must be clarified with the institution responsible for the project.

Data collection, storing or archiving on private devices such as your own computer, mobile phone, memory stick etc. is not recommended and must be clarified with the institution responsible for the project.

Upload guidelines/approval for processing personal data on private devices

Chose file...

Who will be processing/have access to the collected personal data?

Project leader

Student (student project)

Internal co-workers i.e. employees of the data controller

External co-workers/collaborators inside the EU/EEA

Employees of other institutions that have formalised cooperation with the data controller, or employees of other institutions that are joint data controllers.

Data processor

An external person or entity that processes personal data on behalf of the data controller, such as an online survey provider, cloud storage provider, translator or transcriber. There must be a data processor agreement or other legal agreement between the data controller and the external party.

Others with access to the personal data

Which others will have access to the collected personal data?



Will the collected personal data be made available to a third party or international organisation outside the EEA?

This includes when personal data are sent to and stored in a country outside the EEA, or when persons outside this area are given access to personal data stored within the EEA. This means that you cannot use a service provider or outsourced supplier outside the EEA, unless there is a valid basis for the transfer of personal data.

Yes No

Give the name of the institution/organisation (if applicable)

Give the country of the institution/organisation (if applicable)

On what basis will the collected personal data be transferred? (if applicable)

Personal data can be transferred on the basis of an adequate level of protection (art. 45) or on the basis of appropriate safeguards (art. 46). Personal data can also be transferred on the basis of the exception for special situations, but only if the transfer is not repeated, concerns only a limited number of data subjects, is necessary for the purposes of compelling legitimate interests pursued by the data controller (which are not overridden by the interests or rights and freedoms of the data subject), and if the data controller has assessed all the circumstances surrounding the data transfer and has provided suitable safeguards with regard to the protection of personal data (art. 49).

Upload necessary safeguards (if applicable)

Chose file...

[Next](#)

Information Security

Will directly identifiable personal data be stored separately from the rest of the collected data (in a scrambling key)?

It is common practice to remove directly identifiable data (name, national ID number, contact details etc.) from the collected data and give each data subject a code/number. A scrambling key is the file/list of names and codes that makes it possible to directly identify data subjects in the collected data. It should be stored separately from the rest of the collected data. In practice, this means that the scrambling key cannot be stored in the same network as the rest of the data, unless the scrambling key is encrypted.

Yes No

Explain why directly identifiable personal data will be stored together with the rest of the collected data (if applicable)

For reasons of information security we recommend the use of a scrambling key in most projects, especially in projects where special categories of personal data (previously “sensitive” personal data) or personal data relating to criminal convictions and offences will be processed.

Which technical and practical measures will be used to secure the personal data?

- Personal data will be anonymised as soon as no longer needed

Anonymisation involves processing the data in such a way that no individual persons can be identified in the data that you're left with, i.e. the data can no longer be linked to individual persons in any way.

Anonymisation usually involves:

- *deleting directly identifiable personal data (including scrambling key/list of names)
- *deleting or rewriting indirectly identifiable personal data (e.g. deleting or categorizing variables such as age, place of residence, school etc.)
- *deleting or editing audio recordings, photographs and video recordings

- Personal data will be transferred in encrypted form

Encryption is a mathematical method for ensuring confidentiality in that information cannot be read by unauthorized persons. For example, using an encrypted VPN tunnel or equivalent measure for external login to work-place network.

- Personal data will be stored in encrypted form

Encryption is a mathematical method for ensuring confidentiality in that information cannot be read by unauthorized persons. For example, the encryption of a hard drive to ensure the confidentiality of data when the computer is turned off.

- Record of changes

Changes in the collected data are recorded/documentated with the time of the change and information about the person who made that change.

- Multi-factor authentication

A method of access control where a user is granted access after presenting two or more separate pieces of evidence to prove their identity (e.g. password + code sent by text message)

- Restricted access

Blocking or restricting access to the collected data for unauthorized persons

- Access log

An access log shows who has accessed the collected data and when

- Other security measures

For example, locking away documents, automatic screen lock after a short time for mobile devices, partitioning of hard drive, checksum/integrity check etc.

Indicate which measures (if applicable)



Duration of project

Project period i.e. the period for processing personal data

(to)

Will personal data be stored beyond the end of project period?

Personal data should not be further processed a way that is inconsistent with the initial purpose(s) for which the data were collected. Anonymous/anonymised data may be stored indefinitely, so long as nothing else has been agreed to by the data subjects.

- No, all collected data will be deleted
- No, the collected data will be stored in anonymous form
Stored in a form where the data can no longer be linked to individual persons in any way
- Yes, collected personal data will be stored until
- Yes, collected personal data will be stored indefinitely.

For what purpose(s) will the collected personal data be stored? (applicable)

- Research
- Other

Where will the collected personal data be stored? (if applicable)

- At the institution responsible for the project (data controller)
- Other

[Next](#)

Additional information

Will the data subjects be identifiable (directly or indirectly) in the thesis/publications for the project?

If personal data are to be published, there should be a scientific purpose for this. Data is usually published in anonymous form.

- Yes No

Explain why (if applicable)

An empty text input field with a light gray border. It features a vertical scrollbar on the right side and a horizontal scrollbar at the bottom, indicating it is a multi-line text area.

Additional information

Here you can provide information that may have significance for our assessment of the project, including more detailed information about points covered in the form and information that is not covered by points in the form.

An empty text input field with a light gray border. It features a vertical scrollbar on the right side and a horizontal scrollbar at the bottom, indicating it is a multi-line text area.

Other attachments

e.g. interview guide, questionnaire, information letter and consent form etc.

Chose file...

[Next](#)

Send for preliminary assessment