

NOTIFICATION FORM

Notification form for student and research projects subject to notification or license
(cf. the Personal Data Act, the Personal Health Data Filing System Act and associated Regulations)

1. Project Title

Title:

2. Responsible Institution

Institution:

Section/Faculty:

Department:

Select the institution to which you are affiliated. All administrative levels must be specified. If it is a student project, select the institution to which the student is affiliated. If your institution is not listed, please contact the Data Protection Official.

3. Project leader (researcher, advisor)

First name:

Last name:

Academic degree:

Position:

Place of work:

Address (work):

Postcode/city (work):

Telephone/mobile (work):

E-mail:

Fill in the name of the person who has the day-to-day responsibility for the project. In a student project, this is usually the student's advisor.

The student and the advisor must be affiliated with the same institution. If the student has an external advisor, the assistant advisor may be registered as the project leader.

Place of work must be affiliated with the responsible institution, e.g. a department, institute or section.

Please note that all correspondence will be through e-mail.

4. Student

Student project: Yes/No

First name:

Last name:

Academic degree:

Address (home):

Postcode/city (home):

Telephone/mobile:

E-mail:

Please note that all correspondence will be through e-mail.

5. Objective

What is the purpose of the project?

Briefly describe the purpose or theme of the project and/or the research question.

Max. 1500 characters.

6. Scope

What is the scope of the project? -Single institution
 -National multicentre
 -International multicentre

Participating institutions

How is the cooperation organised? Who has access to personal data and how is the access regulated?

In a multicentre study several institutions cooperate on the same project, and personal data is shared between the participating institutions.

See definition of personal data.

7. Sample

Describe the sample

The sample refers to those who participate in the study or those whom you collect information about, e.g. a representative sample of the population, students with learning disabilities, patients, inmates.

Recruitment and sampling

Briefly describe how the sample is recruited/sampled. The sample can be drawn from registries, such as the National Registry or patient registries, or recruited through a company, a school, a sports organisation, your own network, etc. Please state who will recruit/draw the sample.

Initial contact

Who will establish initial contact with the sample, and how will contact be established?

Read more about contacting the sample.

Sample age -Children (0-15 years old)
 -Adolescents (16-17 years old)
 -Adults (18 years and older)

Number of people included in the sample

Will legal adults with reduced capacity to consent be included in the sample? Yes/No

If yes, elaborate

Explain why it is necessary to include legal adults with reduced capacity to consent.
Read more about the inclusion of people with reduced capacity to consent.

8. Data Collection

Please indicate how the data will be collected

-Questionnaire
-Personal interview

- Group interview
- Observation
- Psychological/pedagogical tests
- Medical exams/tests
- Records
- Registries
- Other

Personal data can be obtained directly from the data subject, from various records (hospital, nursing home, the Labour and Welfare Administration (NAV), etc.) and/or from existing registries (e.g. Statistics Norway, the Cancer Registry).

If other, please specify

Comments regarding data collection

9. Data Content

Briefly describe what information will be collected

At the end of the form, you are asked to upload relevant documents (questionnaire, interview guide, etc.)

Will directly identifying personal data be collected? Yes/No

If yes, please indicate which

- Name
- Date of birth
- Social security number
- Address and/or e-mail address and/or phone number

Please specify

See definition of personal data.

Even if the information included in the final publication is anonymous, you will need to check here if directly or indirectly identifying information is registered during the project period.

Will indirectly identifying personal data be collected? Yes/No

A person is indirectly identifiable if it is possible to identify him/her through background information such as city of residence or place of work/school, combined with information about age, gender, occupation, diagnosis, etc.

Will sensitive personal data be collected? Yes/No

If yes, please specify

- Racial or ethnic origin, or political opinions, philosophical or religious beliefs
- The fact that a person has been suspected of, charged with, indicted for or convicted of a criminal act
- Health
- Sex life
- Trade-union membership

Will information about third persons be collected? Yes/No

If yes, please specify who the third persons are and what information will be registered

- A computer in a network with internet access belonging to the institution
- An isolated private computer
- A private computer with internet access
- Video recordings/photographs
- Audio recordings
- Manually/on paper
- Other

Please specify each of the different ways the data will be registered/processed; you may check more than one box if applicable.

If other, please specify

Are audio-/video recordings and/or photographs saved and/or processed on a computer?

Yes/No

How is the data safeguarded from unauthorised access?

For instance, is the computer password protected, and is the computer kept in a locked room?

If you will use a portable storage device (laptop, external hard drive, CD, etc.), please specify what kind and why a portable storage device will be used.

Will there be others working on the project, in addition to the project leader/student, who will have access to the data? Yes/No

If yes, please specify

Will personal data be gathered or transferred through e-mail/the internet? Yes/No

If yes, please specify which information

Will personal data be transferred to anyone outside the project team? Yes/No

If yes, please specify

Will data be gathered/processed by an external processor? Yes/No

“External processor” refers to someone who gathers or in other ways processes personal data on behalf of the person/institution responsible for the project.

If yes, please specify

12. Assessment/Approval by Other Regulating Bodies

Does your project require a dispensation from the duty of confidentiality in order to gain access to data? Yes/No

Comments

In order to gain access to information which is subject to duty of confidentiality, e.g. data from hospitals, the Labour and Welfare Administration (NAV), or other public institutions, you must apply for a dispensation from the duty of confidentiality. A dispensation is normally granted by the relevant government department. It is the

Regional Committees for Ethics in Medical Research (Regionale komitéer for medisinsk og helsefaglig forskningsetikk – REK) who grants dispensations for access to health data.

Does your project require other assessments/approvals from other regulating bodies?
Yes/No

If yes, please specify

For instance, the registry owner may need to grant access to data, or permission may be needed from the management before a company can be used as a subject in a research project.

13. Duration of the Project

Start of project:

Start of project: The date when the sample is first contacted and/or when the data collection begins.

End of project:

End of the project: The date when the data will be anonymised, deleted, or filed in order to later include it in a follow-up project. Normally, this coincides with the completion or publication of the article/rapport/thesis.

What is done with the data when the project is completed?

-The data will be anonymised

-The data will be filed with personal identification

Data which is anonymised can no longer be traced back to individuals. Read more about anonymising data.

How will the data be anonymised?

Why will the data be filed with personal identification?

Where will the data be filed, and for how long?

If data is kept with personal identification after the project is completed, this should be based on consent from the data subject.

Reasons for keeping the data beyond the completion of the project could be to include it in planned follow-up projects, for teaching purposes, etc.

The data could be filed at your institution, a public archive, or elsewhere.

Read more about filing data.

14. Finance

How is the project financed?

15. Additional information

Please add any additional relevant information

16. Attachments

Number of attachments