Project initiation workflow for research involving personal data

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The workflow below outlines the preferred process for initiating a research project involving personal data. Figure 1 is a summary of the workflow, and figure 2 is a full version with links to relevant resources. The key contacts for the project initiation process are:

Research Information Management team: research-datamanagement@glasgow.ac.uk

Data Protection and Freedom of Information office: dp@gla.ac.uk

Contracts team: https://www.gla.ac.uk/myglasgow/researchsupportoffice/contracts-team

Ethics Committee: https://www.gla.ac.uk/research/strategy/ourpolicies/ethics/

Figure 1: Summary workflow diagram.

1. Write your Data Management Plan (DMP)
2. Use the DPIA checklist and the Information Risk Classification to determine if you need a DPIA.
3. If the processing is High Risk, complete your Data Protection Impact Assessment (DPIA)
4. If data are shared externally, arrange a Data Sharing Agreement (DSA) with the Contracts Team
5. Send to the Data Protection & FOI Team for review and action any comments
6. Modify the Privacy Notice template
7. Apply for Ethical Approval
Start by completing a...

Data Management Plan (DMP)

Use the DPIA checklist and the Information Risk Classification to check if you need a DPIA.

If the data is High Risk, use the information in the DMP to complete a...

If the data is Medium or Low Risk, a DPIA is not required.

Data Protection Impact Assessment (DPIA)

If data will be shared externally, PI completes a checklist for contracts and if necessary, contact the Contracts Team to prepare a...

Data Sharing Agreement (DSA)

If the processing is High Risk, send to DP & FOI Office for review.

Action any amendments suggested by DP & FOI Office

Download a Privacy Notice template and modify it using information from the DMP and DPIA (and DSA if applicable) to prepare a...

Privacy Notice

Use the information in your DMP, DPIA and Privacy Notice to complete your...

Application for Ethical Approval, with Consent Form and Information Sheet

Ethics Committee reviews application and project receives ethical approval.