*Template for information letter for processing personal data in research projects when the legal basis* ***is******public interest****. Can be used, for example, in internet studies, on-line surveys, registry studies, if you process information about third parties, or in other contexts where e.g. consent is not suitable as a legal basis.*

*NB! By law, information must be concise and easy to understand and tailored to the people you are researching.*

***Colour codes****:*

*Blue text – must be replaced with your own text (or delete if not applicable)*

*Black text - compulsory information, can be reformulated but not deleted!*

Information about the research project

***"[insert title of study]"***

# In this letter, we provide you with information about the objectives of this research project and what the project entails for you.

# Purpose

*Describe the purpose of the project in more detail and say something about its scope.*

*Briefly outline the issues/research questions you will be analysing.*

*Say whether it is a research project, a doctoral degree study, bachelor's/master's thesis or other student paper etc.*

*If you or others will use the information for other purposes (e.g. teaching or other research projects), describe the other purposes.*

**Who is responsible for the research project?**

*[Insert name of institution(s) that]* is/are responsible for the project.

*If applicable, name and describe collaboration with other institutions, external client etc.*

**Why have you been included in the study?***Describe how the sample was drawn (population, selection criteria and preferably how many people have received the letter), so that it is clear why you want to include this person in your research.*

*Tell where you got the personal data from and what permissions you may have obtained. If you have received the data from another organisation, you should specify their grounds for the disclosure (for example, the Freedom of Information Act).*

# What does the project mean for you?

*Describe the methods (internet research, questionnaire, registry study etc.), scope, what type of information will be collected and how the information will be recorded (electronically, notes, screenshots), e.g.:*

* *"I would like to obtain some information about you from [describe source of data]. This will be information about [describe the most important questions]. The information is obtained by [describe the procedure].*

*If several sample groups are included, be clear about what the project entails for each group, or prepare a letter for each one.*

**You can object**You can object to being included in this research project at any time, and you do not have to give a reason. All your personal data will then be deleted. There will be no negative consequences for you if you choose to object.

**Your privacy - how we store and use your information**

We will only use the information about you for the purposes we have described in this letter. We treat the information confidentially and in accordance with the privacy regulations.

* *Describe who will have access at the data controller institution (e.g. project group, student and supervisor, etc.)*
* *Describe the measures you will take to ensure that no unauthorised person gains access to the personal data, e.g. "I will replace your name and contact details with a code that is saved on a separate name list separate from other data", store the collected data on a research server, locked way/encrypted, etc.*

*If applicable, also inform the participant:*

* *about the name of the data processor that will collect, process, store data, e.g. providers of transcription services or questionnaires*
* *about the persons at other institutions who will be given access; name the institutions, outline the number of people, and state what type of information they will have access to*
* *that personal data will be processed outside the EU (e.g. fieldwork, analysis, cloud computing, conferences); name the institution and country, and describe security measures.*

*Describe whether the person included in the project will be recognisable in publications or not, and, if applicable, what type of information will be published.*

**What happens to your personal data at the end of the research project?**

The information will be anonymised when the project ends/the thesis is approved, which according to the schedule is *[insert approximate date of end of project]. Describe what will happen to personal data and any recordings at the end of the project.*.

*If the collected data is not to be anonymised at the end of the project: state the purpose of further storage/use of personal data (e.g. verifiability, follow-up studies, archiving for future research), where the data will be stored, who will have access to it, as well as the final date for anonymisation (or, if applicable, specify that the personal data will be stored indefinitely).*

**What gives us the right to process personal data about you?**

We are processing information about you because the research project is considered to be in the public interest, but you have the right to object if you do not wish to be included in the project.

On behalf of *[insert name of data controller institution],* Sikt – Norwegian Agency for Shared Services in Education and Research, has assessed that the processing of personal data in this project is in accordance with the privacy regulations.

**Your rights**

As long as you can be identified in the collected data, you have the right to:

* object
* access the personal data registered about you
* have personal data about you corrected/rectified,
* have personal data about you deleted, and
* file a complaint with the Norwegian Data Protection Authority regarding the processing of your personal data.

If you have questions about the study, or would like to know more or exercise your rights, please contact:

* *[insert data controller institution] at [insert name and contact details of project manager]. In student projects, the contact details of the supervisor/project manager must be given, not just the student*
* Our data protection officer: *[insert name and contact details of the data protection officer at the data controller institution]*

If you have questions related to the assessment of this project by Sikt's data protection services, contact:

* Data protection services at e-mail ([personverntjenester@sikt.no](mailto:personverntjenester@sikt.no)) or by phone at: +47 73 98 40 40.

Sincerely

*Project Manager Student (if applicable)*

(Researcher/Supervisor)