

Assessment

Date

03.03.2022

Type

Standard

Reference number

609334

Project title

Leadership in Remote and Hybrid Work Arrangements

Data controller (institution responsible for the project)

Handelshøyskolen BI / BI Oslo / Institutt for ledelse og organisasjon

Project leader

Elizabeth Solberg

Student

Jue Ying Choo

Project period

01.03.2022 - 01.07.2022

[Notification Form](#) 

Comment

ABOUT OUR ASSESSMENT

Data Protection Services has an agreement with the institution where you are carrying out research or studying. As part of this agreement, we provide guidance so that the processing of personal data in your project is lawful and complies with data protection legislation.

We have now assessed the planned processing of personal data. Our assessment is that the processing is lawful, so long as it is carried out as described in the Notification Form with dialogue and attachments.

SHARE THE NOTIFICATION FORM

It is mandatory for students to share the Notification Form with their supervisor (the project leader). You do this by clicking on "Share project" in the upper-left corner of the form. If your supervisor doesn't accept the invitation within a week then the invitation must be sent again.

TYPE OF DATA AND DURATION

The project will be processing general categories of personal data until the date documented in the Notification form.

LEGAL BASIS

The project will gain consent from data subjects to process their personal data. We find that consent will meet the necessary requirements under art. 4 (11) and 7, in that it will be a freely given, specific, informed and unambiguous statement or action, which will be documented and can be withdrawn.

The legal basis for processing general categories of personal data is therefore consent given by the data subject, cf. the General Data Protection Regulation art. 6.1 a).

PRINCIPLES RELATING TO PROCESSING PERSONAL DATA

We find that the planned processing of personal data will be in accordance with the principles under the General Data Protection Regulation regarding:

- lawfulness, fairness and transparency (art. 5.1 a), in that data subjects will receive sufficient information about the processing and will give their consent
- purpose limitation (art. 5.1 b), in that personal data will be collected for specified, explicit and legitimate purposes, and will not be processed for new, incompatible purposes
- data minimisation (art. 5.1 c), in that only personal data which are adequate, relevant and necessary for the purpose of the project will be processed
- storage limitation (art. 5.1 e), in that personal data will not be stored for longer than is necessary to fulfil the project's purpose

THE RIGHTS OF DATA SUBJECTS

As long as the data subjects can be identified in the data material, they will have the following rights: access (art. 15), rectification (art. 16), erasure (art. 17), restriction of processing (art. 18), data portability (art. 20).

We find that the information that will be given to data subjects about the processing of their personal data will meet the legal requirements for form and content, cf. art. 12.1 and art. 13.

We remind you that if a data subject contacts you about their rights, the data controller has a duty to reply within a month.

FOLLOW YOUR INSTITUTION'S GUIDELINES

We presuppose that the project will meet the requirements of accuracy (art. 5.1 d), integrity and confidentiality (art. 5.1 f) and security (art. 32) when processing personal data.

If you use a data processor (online survey tool, cloud storage or online interview platform) the processing must meet requirements under arts. 28 and 29. Use a data processor that your institution has an agreement with.

To ensure that these requirements are met you must follow your institution's internal guidelines and/or consult with your institution (i.e. the institution responsible for the project).

NOTIFY CHANGES

If you intend to make changes to the processing of personal data in this project it may be necessary to notify us. This is done by updating the Notification Form. On our website we explain which changes must be notified: <https://www.nsd.no/en/data-protection-services/notification-form-for-personal-data/notify-changes-in-the-notification-form>

Wait until you receive an answer from us before you carry out the changes.

FOLLOW-UP OF THE PROJECT

We will follow up the progress of the project at the planned end date in order to determine whether the processing of personal data has been concluded.

Good luck with the project!