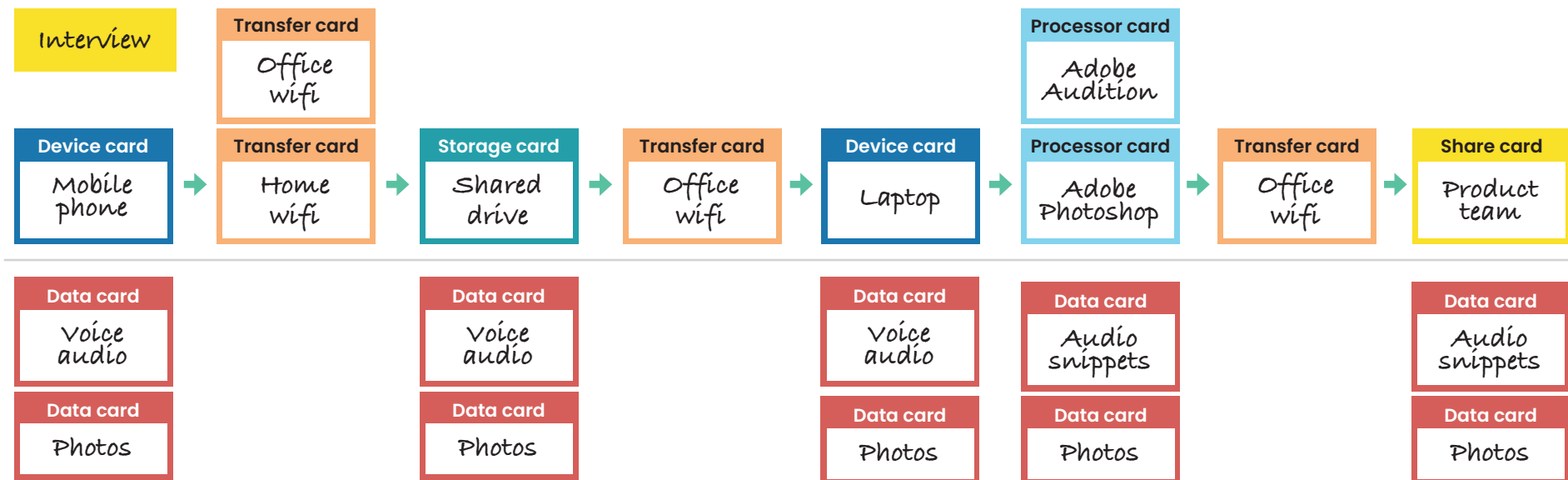
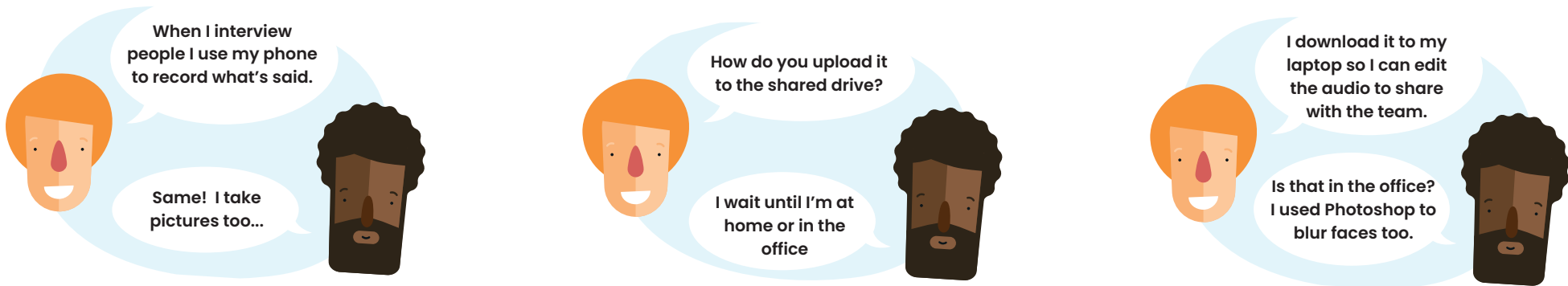


## How it works...



## Device card



Device cards are used to describe any device, such as a phone, tablet or laptop which you use to capture or work with research data.

### Device make and model

eg. "mobile phone, laptop"

### How is this device secured?

☐ Password/PIN ☐ Encrypted ☐ Face / Finger ☐ It's not

### Does this device automatically backup data to the cloud?

☐ Yes ☐ No ☐ Not sure

### Do any apps handle research data on this device?

Tip: Create a Processor card for each App you write down

App name

Used for

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

### Do you keep a record of the date the data was captured?

☐ Yes ☐ No ☐ Not sure

## Device card



Device cards are used to describe any device, such as a phone, tablet or laptop which you use to capture or work with research data.

### Device make and model

eg. "mobile phone, laptop"

### How is this device secured?

☐ Password/PIN ☐ Encrypted ☐ Face / Finger ☐ It's not

### Does this device automatically backup data to the cloud?

☐ Yes ☐ No ☐ Not sure

### Do any apps handle research data on this device?

Tip: Create a Processor card for each App you write down

App name

Used for

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

### Do you keep a record of the date the data was captured?

☐ Yes ☐ No ☐ Not sure

## Transfer card

Where are you when you transfer research data?

eg. "in the office, at a coffee shop, at the airport"

How is the data transferred?

☐ WIFI ☐ Bluetooth ☐ USB / Cable ☐ Other

Do you need a password if you access the internet?

☐ Yes ☐ No ☐ Not applicable

Does anyone outside your organisation have access to the WIFI?

☐ Yes ☐ No ☐ Not applicable

## Transfer card

Where are you when you transfer research data?

eg. "in the office, at a coffee shop, at the airport"

How is the data transferred?

☐ WIFI ☐ Bluetooth ☐ USB / Cable ☐ Other

Do you need a password if you access the internet?

☐ Yes ☐ No ☐ Not applicable

Does anyone outside your organisation have access to the WIFI?

☐ Yes ☐ No ☐ Not applicable

## Transfer card

Smallprint for CC 4.0 licence.

Where are you when you transfer research data?

eg. "in the office, at a coffee shop, at the airport"

How is the data transferred?

☐ WIFI ☐ Bluetooth ☐ USB / Cable ☐ Other

Do you need a password if you access the internet?

☐ Yes ☐ No ☐ Not applicable

Does anyone outside your organisation have access to the WIFI?

☐ Yes ☐ No ☐ Not applicable

## Transfer card

Smallprint for CC 4.0 licence.

Where are you when you transfer research data?

eg. "in the office, at a coffee shop, at the airport"

How is the data transferred?

☐ WIFI ☐ Bluetooth ☐ USB / Cable ☐ Other

Do you need a password if you access the internet?

☐ Yes ☐ No ☐ Not applicable

Does anyone outside your organisation have access to the WIFI?

☐ Yes ☐ No ☐ Not applicable

## Storage card

### Where is the research data stored?

eg. "Research repository, Google Drive, external hard disk, laptop"

### What security features protect the storage?

- ☐ Password ☐ 2 Factor Authentication ☐ Single sign on  
☐ Encryption ☐ Not sure

### Who else has access to the storage?

eg. "Stakeholders, development team, the research community"

---

---

---

---

### Is a copy of consent linked to the research data?

- ☐ Yes ☐ No ☐ Not sure

## Storage card

### Where is the research data stored?

eg. "Research repository, Google Drive, external hard disk, laptop"

### What security features protect the storage?

- ☐ Password ☐ 2 Factor Authentication ☐ Single sign on  
☐ Encryption ☐ Not sure

### Who else has access to the storage?

eg. "Stakeholders, development team, the research community"

---

---

---

---

### Is a copy of consent linked to the research data?

- ☐ Yes ☐ No ☐ Not sure

## Data Processor card



Data Processor cards are used to describe any software or app which you use to edit, de-personalise or make new documents etc with research data.

### Name of the software you use to process data

eg. "iMovie, NVivo, Adobe Premier, After Effects, Photoshop"

### What kind of research data is it processing?

☐ Video ☐ Audio ☐ Images ☐ Text

### What are you trying to achieve with it?

eg. "edit video or audio clips, anonymise images or videos"

### Does it have it's own cloud storage?

☐ Yes ☐ No ☐ Not sure

### Is the research data deleted from it when processing is complete?

☐ Yes ☐ No ☐ Not sure ☐ Not applicable

### Is the licence for the data processor paid for by the organisation?

☐ Yes ☐ No ☐ Not sure

## Data Processor card



Data Processor cards are used to describe any software or app which you use to edit, de-personalise or make new documents etc with research data.

### Name of the software you use to process data

eg. "iMovie, NVivo, Adobe Premier, After Effects, Photoshop"

### What kind of research data is it processing?

☐ Video ☐ Audio ☐ Images ☐ Text

### What are you trying to achieve with it?

eg. "edit video or audio clips, anonymise images or videos"

### Does it have it's own cloud storage?

☐ Yes ☐ No ☐ Not sure

### Is the research data deleted from it when processing is complete?

☐ Yes ☐ No ☐ Not sure ☐ Not applicable

### Is the licence for the data processor paid for by the organisation?

☐ Yes ☐ No ☐ Not sure

## Sharing card

**How or where will the research data be shared?**

eg. "Show and tell, presentation, report, article etc"

**Who is the audience?**

eg. "Department, development team, key stakeholders, the client"

**Is anyone new given access or control of research data?**

☐ Yes ☐ No ☐ Not sure

**If yes, who?**

eg. "internal stakeholders, the client"

**Where will the research data be shared?**

☐ Internally ☐ Publicly ☐ Not sure

**Are new files or documents created at this point?**

☐ Yes ☐ No ☐ Not sure

**If yes, what?**

eg. "a report, a slide deck, a poster"

**Is research data embedded or linked to the file or document?**

☐ Linked ☐ Embedded ☐ Not sure

## Sharing card

**How or where will the research data be shared?**

eg. "Show and tell, presentation, report, article etc"

**Who is the audience?**

eg. "Department, development team, key stakeholders, the client"

**Is anyone new given access or control of research data?**

☐ Yes ☐ No ☐ Not sure

**If yes, who?**

eg. "internal stakeholders, the client"

**Where will the research data be shared?**

☐ Internally ☐ Publicly ☐ Not sure

**Are new files or documents created at this point?**

☐ Yes ☐ No ☐ Not sure

**If yes, what?**

eg. "a report, a slide deck, a poster"

**Is research data embedded or linked to the file or document?**

☐ Linked ☐ Embedded ☐ Not sure

## Data card

### Name or label

eg. "Interview recording, pictures from a workshop"

### Type

eg. "Video, photo, audio, text"

### Does it contain any personally identifiable information?

☐ Yes ☐ No ☐ Not sure

### Has data been anonymised or de-personalised?

☐ Yes ☐ No ☐ Not applicable

## Data

### Name or label

eg. "Interview recording, pictures from a workshop"

### Type

eg. "Video, photo, audio, text"

### Does it contain any personally identifiable information?

☐ Yes ☐ No ☐ Not sure

### Has data been anonymised or de-personalised?

☐ Yes ☐ No ☐ Not applicable

## Data

### Name or label

eg. "Interview recording, pictures from a workshop"

### Type

eg. "Video, photo, audio, text"

### Does it contain any personally identifiable information?

☐ Yes ☐ No ☐ Not sure

### Has data been anonymised or de-personalised?

☐ Yes ☐ No ☐ Not applicable

## Data

### Name or label

eg. "Interview recording, pictures from a workshop"

### Type

eg. "Video, photo, audio, text"

### Does it contain any personally identifiable information?

☐ Yes ☐ No ☐ Not sure

### Has data been anonymised or de-personalised?

☐ Yes ☐ No ☐ Not applicable

## Data

### Name or label

eg. "Interview recording, pictures from a workshop"

### Type

eg. "Video, photo, audio, text"

### Does it contain any personally identifiable information?

☐ Yes ☐ No ☐ Not sure

### Has data been anonymised or de-personalised?

☐ Yes ☐ No ☐ Not applicable

## Data

### Name or label

eg. "Interview recording, pictures from a workshop"

### Type

eg. "Video, photo, audio, text"

### Does it contain any personally identifiable information?

☐ Yes ☐ No ☐ Not sure

### Has data been anonymised or de-personalised?

☐ Yes ☐ No ☐ Not applicable

## Data

### Name or label

eg. "Interview recording, pictures from a workshop"

### Type

eg. "Video, photo, audio, text"

### Does it contain any personally identifiable information?

☐ Yes ☐ No ☐ Not sure

### Has data been anonymised or de-personalised?

☐ Yes ☐ No ☐ Not applicable

## Data

### Name or label

eg. "Interview recording, pictures from a workshop"

### Type

eg. "Video, photo, audio, text"

### Does it contain any personally identifiable information?

☐ Yes ☐ No ☐ Not sure

### Has data been anonymised or de-personalised?

☐ Yes ☐ No ☐ Not applicable