

Please note: The information sheet on data protection (German title “Haben Sie an den Datenschutz gedacht?”) was not translated by ZENDAS but by the University of Mannheim. The translation is intended solely as a convenience to non-German-reading university members.

What about data protection?

While supporting your work, it occurred to us that your project **might** include personal data (such as photos and video recordings, voice recordings, medical data, data from surveys, measurements etc. that can be associated with a person).

If this is the case, or if you are unsure whether the data you have used is personal, we recommend that you seek advice on data protection regulations.

This does not mean that your research project is inadmissible, but the university is subject to several regulations regarding the use of personal data, with which it must comply. Appropriate technical and organizational measures, for example, must protect data from unauthorized access, and a formal description (*Verfahrensverzeichnis* - a catalog of procedures) is required. **Contractors** employed by the university must be checked in order to establish whether they can provide an appropriate level of data protection and specific contractual agreements are to be put in place with contractors.

Violations of data protection regulations can have a serious impact on your project, as data which has possibly been processed illegally must be deleted. Moreover, violations of the law can lead to time-consuming inspections by supervisory authorities with potential fines arising and/or cause negative reports in the media, which may lower the level of public acceptance for your project.

If you would like guidance on data protection, the contact details for the person who can put you in touch with ZENDAS can be found here:

<http://zendas.de/kontakt.html>

The earlier you seek advice, the better the support you receive on questions regarding data protection. As verification can take some time, please ask for advice as soon as possible, and provide a description of your project (project description, proposal etc.).

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Examples:

In the following, we provide some examples so that you can gain a better idea of the projects in which personal data is used:

- **Research carried out using surveys (questionnaires)**
(a personal link can be established due to the obvious identifying nature of the data obtained, or due to the number of details collected, which, when combined, can infer a person's identity)
 - Surveys relating to cultural geography
 - The use of car sharing / bike rental systems
 - All types of sociological questions
- **Research carried out using voice recordings**
 - Research into dialects
 - The sensitivity of microphones
 - Tone of voice analyses (call centers, psychology)
- **Research carried out using video recordings**
 - Facial recognition
 - Traffic (license plates)
 - Recordings of medical students during examinations
 - Gait analyses (Sports Sciences)
 - Recognition of facial expressions (a machine recognizes if the user is angry, happy, etc.)
- **Research carried out using geographical data**
 - Electric mobility (cars with GPS, driving habits, etc.)
- **Research carried out using imaging techniques**
 - CT and MRI scans, e.g. of the head (possible facial reconstruction)
- **Research carried out using telecommunications data**

You can find more advice on data protection on the website of the central office for data protection at universities in Baden-Württemberg (Zentralen Datenschutzstelle der baden-württembergischen Universitäten - ZENDAS):

<http://zendas.de>

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