**Example table** for a research project in which subjects participate in a survey, where their data is processed within the framework of the project and then erased after 10 years at the latest **(to be adapted)**

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| --- | --- | --- | --- |
| *Abstract data processing steps* | *What specific data is to be processed and how?* | *Technical and organisational measures (TOMs)* | *Controller(s)* |
| Informed consent, potentially information only | First name, surname | Separate storage of consents, access protection | W, Y |
| Recruitment of survey participants | First name, surname | Access protection for IT systems/paper documents containing subjects’ names | X, Y |
| Registration of survey participants, generation of pseudonyms | First name, surname, potentially contact details, pseudonym | Use data trustee for pseudonym name table | W, X |
| Data collection | Pseudonym, raw survey data (potentially sensitive personal data (Article 9 GDPR data)) | Pseudonymisation, data access protection, technical measures to protect the server in acc. with the state of technological knowledge, use of secure end systems etc. | W, X, Y |
| Data transfer | Pseudonym, raw survey data (potentially sensitive personal data (Article 9 GDPR data)) | Use of secure protocols (encryption, state of the art, updated software versions), use of secure end systems etc. | Y |
| Data retention | Raw survey data (potentially sensitive personal data (Article 9 GDPR data)) | Access to data only by those involved in the project, where necessary encrypted storage of data, securing of storage media through state-of-the-art technical measures, use of secure end systems etc. | X, Y |
| Analysis | Research results (potentially sensitive personal data (Article 9 GDPR data)) | Access to data only by those involved in the project, use of latest versions of analysis tool software, securing of storage media through state-of-the-art technical measures, use of secure end systems etc. | W, X |
| Sharing, publication and storage in repositories | Anonymous data | Anonymisation of data, use of secure end systems etc. | W, X, Y |
| Erasure | First name, surname, potentially consent, raw data, non-anonymous research data | Erasure of data using state-of-the-art methods/programs | W, X |