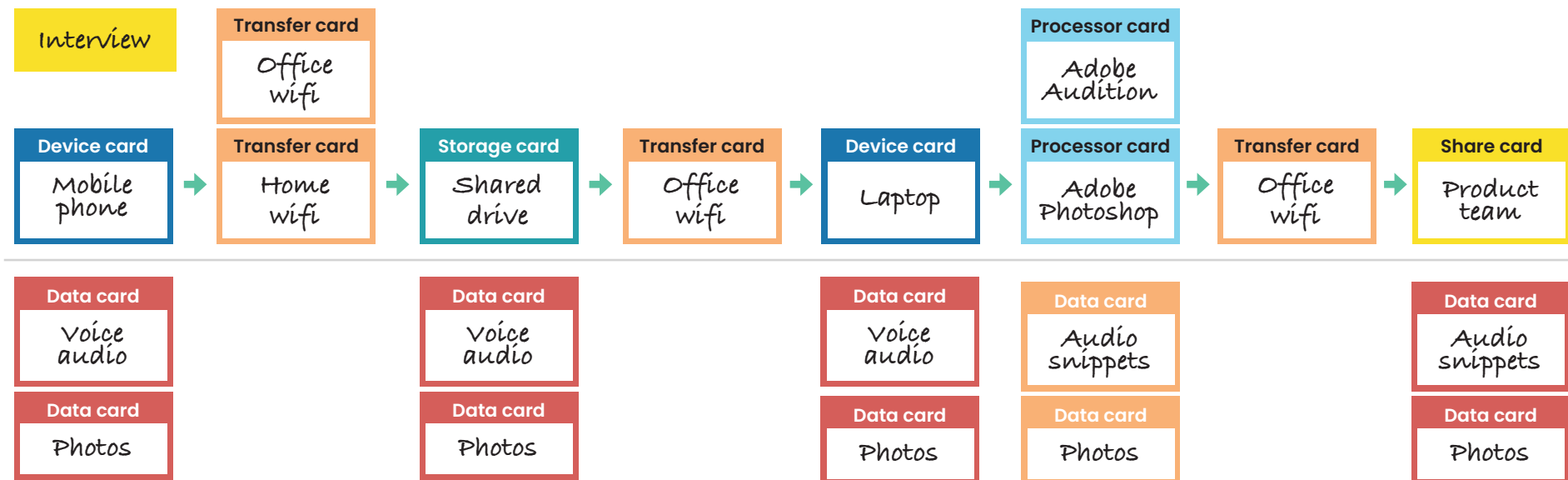
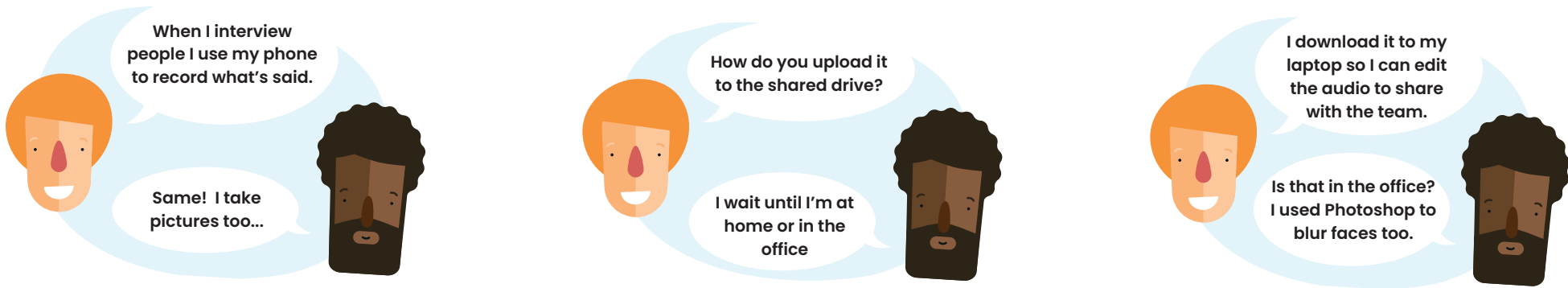


How it works...



Device card

Card reference



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

Fill out a Software or App card for each app that you use to record or process research data on this device

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

☐ Yes ☐ No ☐ Not sure

Is data deleted from this device after transferring to storage?

☐ Yes ☐ No ☐ Not sure

Device card

Card reference



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

Fill out a Software or App card for each app that you use to record or process research data on this device

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

☐ Yes ☐ No ☐ Not sure

Is data deleted from this device after transferring to storage?

☐ 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

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

Main 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

Main 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

Software or App

Card reference



These cards describe any software or app which you use to edit, de-personalise or make new documents etc with your research data.

Name of the software or app 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

Software or App

Card reference



These cards describe any software or app which you use to edit, de-personalise or make new documents etc with your research data.

Name of the software or app 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

Personally Identifiable Data

Name or label

eg. "Interview recording, pictures from a workshop"

Type

eg. "Video, photo, audio, text"

Personally Identifiable Data

Name or label

eg. "Interview recording, pictures from a workshop"

Type

eg. "Video, photo, audio, text"

Personally Identifiable Data

Name or label

eg. "Interview recording, pictures from a workshop"

Type

eg. "Video, photo, audio, text"

Personally Identifiable Data

Name or label

eg. "Interview recording, pictures from a workshop"

Type

eg. "Video, photo, audio, text"

Personally Identifiable Data

Name or label

eg. "Interview recording, pictures from a workshop"

Type

eg. "Video, photo, audio, text"

Personally Identifiable Data

Name or label

eg. "Interview recording, pictures from a workshop"

Type

eg. "Video, photo, audio, text"

De-personalised Data

Name or label

eg. "Interview recording, pictures from a workshop"

Type

eg. "Video, photo, audio, text"

De-personalised Data

Name or label

eg. "Interview recording, pictures from a workshop"

Type

eg. "Video, photo, audio, text"

De-personalised Data

Name or label

eg. "Interview recording, pictures from a workshop"

Type

eg. "Video, photo, audio, text"

De-personalised Data

Name or label

eg. "Interview recording, pictures from a workshop"

Type

eg. "Video, photo, audio, text"

De-personalised Data

Name or label

eg. "Interview recording, pictures from a workshop"

Type

eg. "Video, photo, audio, text"

De-personalised Data

Name or label

eg. "Interview recording, pictures from a workshop"

Type

eg. "Video, photo, audio, text"

Anonymised Data

Name or label

eg. "Interview recording, pictures from a workshop"

Type

eg. "Video, photo, audio, text"

Anonymised Data

Name or label

eg. "Interview recording, pictures from a workshop"

Type

eg. "Video, photo, audio, text"

Anonymised Data

Name or label

eg. "Interview recording, pictures from a workshop"

Type

eg. "Video, photo, audio, text"

Anonymised Data

Name or label

eg. "Interview recording, pictures from a workshop"

Type

eg. "Video, photo, audio, text"

Anonymised Data

Name or label

eg. "Interview recording, pictures from a workshop"

Type

eg. "Video, photo, audio, text"

Anonymised Data

Name or label

eg. "Interview recording, pictures from a workshop"

Type

eg. "Video, photo, audio, text"



