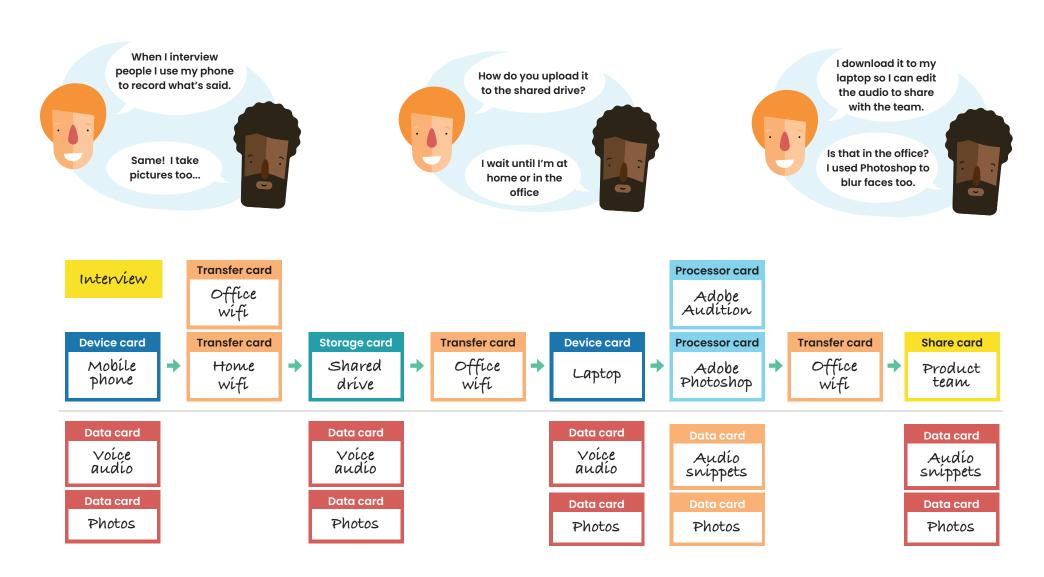


How it works...



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?

No

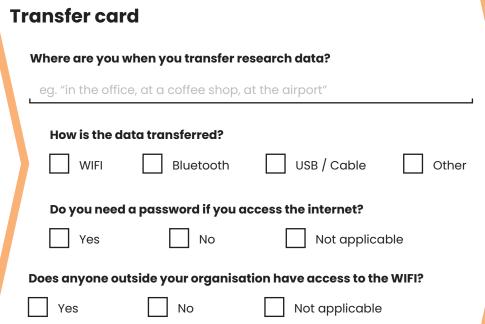
Yes

Not sure

Device card	Card reference
Device cards are used to describe any phone, tablet or laptop which you use twith research data.	
Device make and model	
eg. "mobile phone, laptop"	
How is this device secured?	
Password/PIN Encrypted Face / Fir	nger It's not
Does this device automatically backup data to the cl	oud?
Yes No Not sure	
Fill out a Software or App card for each apuse to record or process research data on	•
Do you keep a record of the date the data was capture	ed?
Yes No Not sure	
Is data deleted from this device after transferring to s	torage?
Yes No Not sure	

Transfer card	Transfer card
Where are you when you transfer research data?	Where are you when you transfer research data?
eg. "in the office, at a coffee shop, at the airport"	eg. "in the office, at a coffee shop, at the airport"
How is the data transferred? WIFI Bluetooth USB / Cable Other	How is the data transferred? WIFI Bluetooth USB / Cable Other
Do you need a password if you access the internet? Yes No Not applicable	Do you need a password if you access the internet? Yes No Not applicable
Does anyone outside your organisation have access to the WIFI?	Does anyone outside your organisation have access to the WIFI?
Yes No Not applicable	Yes No Not applicable
Transfer card	Transfer card

Transfer co	ard		
Where are yo	u when you transfer ı	research data?	
eg. "in the of	fice, at a coffee shop,	at the airport"	
How is the	data transferred? Bluetooth	USB / Cable	Other
Do you nee	ed a password if you	access the internet? Not applica	ble
Does anyone	outside your organise	ation have access to the	WIFI?



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eg. "Research rep	pository, Google Drive, external har	d disk, laptop"
hat security fea	tures protect the storage?	
Password	2 Factor Authentication	Single sign o
Encryption	Not sure	

	tures protect the storage?	а авк, партор
Password	2 Factor Authentication	Single sign
Encryption	Not sure	
	ess to the storage? s, development team, the research	n community"
	•	n community"

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.

Images

Name of	the	softwa	re or	abb	you	use	to	process	data

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

What kind of research	h data is it processing?
Video	Audio

What are	you tr	ying to	achieve	with it?

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

Does it nave it	s own cloud st	orage:		
Yes	No	Not sure		
		rom it when proces		
Yes	No	Not sure	Not applicable	
Is the licence for the data processor paid for by the organisation?				

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, A	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 d	or audio clips, anony	mise images or video	s"	

Does it have it's own cloud storage?

Yes

No

Is the research data deleted from it when processing is complete?					
Yes	No No	Not sure	Not applicable		
Is the licence for the data processor paid for by the organisation?					
Yes	No	Not sure			

Not sure

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Sharing card				
How or where will t	ne research data be s	shared?		
eg. "Show and tell,	presentation, report,	article etc"		
Who is the audienc	e?			
eg. "Department, d	development team, ke	ey 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		

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Sharing card					
How or where will the research data be shared?					
eg. "Show and te	ell, presentation, report	z, article etc"			
Who is the audier	nce?				
eg. "Department	, development team, k	key stakeholders, the client"			
Is anyone new given access or control of research data?					
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If yes, who?					
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Internally	Publicly	Not sure			
Are new files or do	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

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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

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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"

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