A

Are you transferring or exchanging personal data with project partners?

Transfer of personal data between institutions is framed by GDPR and requires that the appropriate contracts are in place before the exchange takes place.

Be aware that most consortia or collaboration agreements do not include the framing for personal data transfer.

Yes

No

Continue at B

Draft DMP

Project proposal

Data Transfer Details

Input from:

- Data Steward
- Privacy team
- Faculty Contract management

Determine the roles of the parties involved

Does the transfer/exchange or personal data involve partner(s) from countries outside of the EEA?

Yes

Check TU Delft Knowledge Security for advice

Standard templates may not be suitable for this case and a "Custom" agreement might be required.

No

or

DPA - TU Delft template

JCA - TU Delft template

PDEA - TU Delft template

Determine which Agreement you need to set up for your project

When you are "outsourcing" specific tasks (handling/ processing) related to personal data to a third party? Set up a **Data Processing Agreement (DPA)**

When all involved parties have an equal voice in what is collected, the purpose of the study, and processing of the data? Set up a **Joint Controllership Agreement (JCA)**

When the involved parties using the same personal data, but for different purposes and with different processing approaches? Set up a **Personal Data Exchange Agreement (DPEA)**

Set up a partner agreement

or

PDEA - TU Delft template

JCA - TU Delft template

DPA - TU Delft template

Sent the agreement to the privacy team for approval

Adjust agreement

No

Is the agreement approved by privacy team?

Yes

Send the agreement to faculty Contract management to be signed by the dean

Approved and signed partner agreement

Completed DMP

B

Finalize DMP

Submit HREC Application

Submitted HREC application

End