



Appendix 1 with the CETOR Application Form

## Template "Information about the study for Data Subjects"

In research where personal data are processed and there is no interaction with individuals (for example, in the re-use of data), data subjects should still be informed about the research and the processing of their data.

You can use this template in such a situation.

NB: use the template "Information about the study for participants" for research involving interaction with individuals:

### How will you disseminate information about the study?

*Since there is no interaction with data subjects, you cannot inform them directly.*

*A number of possibilities:*

- Use your personal page on the UG website to publish the information about the research (can also be done via Pure)*
- Post the information on the department's website or the research project's website*
- Disseminate the information via newsletters, website of the target group of people involved*

### Name of the Study

*The (abbreviated) title of your study as you communicate it to participants*

### Purpose of the survey

*This section clearly explains the main purpose and benefits of the research and the purpose of processing the data*

### **Nature of the research data to be collected and used**

*Specify which data will be collected and processed*

### **How will the collected data be stored, processed, shared and protected during the study and who will have access to it?**

*Explain what will be done with the data during the study What measures are taken to protect the data? Provide information about the researchers and who has access to what.*

### **How will the data be stored and archived once the study is complete; who has access?**

*Explain what will be done with the data after the study; which data will be retained and which will not. Who has access to archived data.*

### **Re-use of data after the study has ended (if applicable)**

*If applicable, will data be published in a publicly accessible archive (repository) or shared with others in some other way? If so, describe this as clearly as possible.*

### **More information and contact details researcher**

*If you have any questions about this study, you can ask them now.  
If you have questions after participating, you can contact the responsible researcher:  
Name, telephone number, e-mail, postal address.*

### **Complaints or queries**

If you have complaints about this study, and you cannot come to an agreement with the researcher, please contact the secretary of the Ethical Committee (CETOR) of the Faculty of Law of the University of Groningen.

Maarten Goldberg  
Secretary of the Ethical Committee (CETOR)  
Faculty of Law - Research Office  
T: +31 50 36 34904  
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E: [m.goldberg@rug.nl](mailto:m.goldberg@rug.nl)

### **Complaints and requests for information regarding your privacy and the processing of your personal data..**

At any time, you also have the right to submit a request for information or a complaint to the University's Data Protection Officer (FG).

If you have any concerns or questions, please do not hesitate to contact:

University of Groningen  
P.O. Box 72  
9700 AB Groningen  
Central Office for Privacy  
Email: [privacy@rug.nl](mailto:privacy@rug.nl)

Your message will always be shared with the Data Protection Officer (DPO) of the University

You also have the right to file a complaint to the Dutch DPA:  
[www.autoriteitpersoonsgegevens.nl/en](http://www.autoriteitpersoonsgegevens.nl/en)