FHRB Biobank MTA/DPA: Data Management Document (Template)

**Data Management Document**

**Please use this document to describe how the material provided by the FHRB Biobank is handled and how data safety is ensured during the project. Please fill in your answers below. If necessary, separate attachments can also be used.**

**1. Project title**

*The same project title as in the application.*

**2. Name and affiliation of the person in charge of the project**

*The same name and affiliation as in the application.*

**3. Data Controller(s) in the project**

*Name and address of the* ***institute*** *which is the data controller. Data controller is responsible for the research data obtained during the project.*

*Name and contact information of the* ***person*** *responsible for the research register within the institute.*

*If relevant: in case of* ***joint controllers*** *(two or more data controllers jointly determining the purposes and means of processing), their responsibilities and duties must be defined, in particular concerning the rights of the data subjects.*

**4. Data Processor(s) in the project**

*A list of* ***all researchers and other personnel*** *who process data during the project.*

*If relevant, also a list of* ***any external parties*** *and their roles in the project (collaborators for analysis, subcontractors etc.); institute name and address. Name and contact information of the person responsible for the research register in the external party.*

**5. Linkages to other registries**

*If relevant, description of other registers to which the Blood Service Biobank data will be linked during the research. Description of the data which will be linked.*

**6. Contents of the research register**

*A detailed description of the data that will be recorded in the research register. Please note that regarding personal data, only data necessary for the purpose of processing should be collected in the register.*

**7. Data safety measures**

*Description of the technical and organizational measures undertaken by the research group and their background institute(s) to ensure data protection and data security. Please include information of accreditation if available.*

**8. Sample/data handling at the end of the project**

*a) By default, any remaining samples and the original data provided by the FHRB Biobank must be destroyed after completion of the project, and the Biobank must be notified of this. Describe how these requirements are completed. If relevant, specify on which legal grounds longer sample storage or data archiving is necessary, and describe where and for how long these actions will take place.*

*b) The data that resulted from the assays and analyses during the research project must be returned to the FHRB Biobank. This data can be used in other biobank research in the future. The data must be linked to the original project-specific sample/data codes provided by the Biobank. The data must be in a well-documented format that enables the Biobank to combine it with its existing data and samples. Describe how data formulation and return to the Biobank will be completed.*