**DRAFT TERM OF RESPONSIBILITY AND CONFIDENTIALITY OF THE RESEARCHER/STUDENT - PROCESSING OF PERSONAL DATA**

*(for students; or researchers or collaborators in research work without an employment contract with Iscte)*

Full name of researcher/student [*select the applicable one*]:

Number:

School:

Department or research unit:

Title of the scientific research project:

In the development of the scientific research project already identified, the obligations of the researcher/student [*select the applicable one*] are the following:

1. To guarantee the practice of good conduct in the development of the research project in question, namely by ensuring compliance with legislation and Iscte's internal guidelines on the processing of personal data, promoting the identification and prevention of risks.
2. The personal data to which the signatory has access, within the scope of the research project identified above, may only be processed for this purpose.
3. Access only data that is adequate, relevant and limited to what is strictly necessary for the development of the research project, considering the legitimate and specific purposes of the processing for which it was collected, thus complying with the principle of data minimization.
4. Adopt the best technical and organizational measures to ensure compliance with the principles of personal data protection, including, where possible, their anonymization or pseudonymization, as well as their encryption.
5. The researcher/student *[**select the applicable one*] may only process the personal data necessary for the development of the research project insofar as at least one of the conditions for lawful processing set out in Article 6 of the GDPR or one of the exceptions set out in Article 9 of the GDPR is met.
6. If the researcher/student [*select the applicable one*] processes personal data on a large scale in connection with criminal convictions, offences or security measures under Article 10 of the GDPR, or if the processing is likely to result in a high risk to the rights and freedoms of natural persons under Article 35 of the GDPR, the researcher/student shall [*select the applicable one*] must prepare and submit to the project coordinator/your supervisor [*select the applicable one*], a proposal for a data protection impact assessment before processing begins.
7. Adopt the appropriate technical and organizational security measures so that the integrity and confidentiality of the data is guaranteed, including protection against unauthorized or unlawful processing, accidental loss, destruction or damage, and the processing, including access and use, by unauthorized persons must be prevented.
8. Commit to respecting the security standards, system restrictions and good information security practices in force at this educational institution, namely:
   1. Not to leave your workstation without closing the access session to the computer system, thus guaranteeing that third parties cannot unduly access it.
   2. Not to reveal your password to the computer system to anyone, thus guaranteeing that it cannot be accessed improperly by third parties.
   3. To change your password for access to the computer system whenever required by the system itself or in the event of suspicion that third parties know it.
   4. Encrypting personal data on the devices where it is stored and ensuring that the keys are properly protected.
9. The obligation of confidentiality and responsibility extends to any members of the researcher's/student's technical team [*select the applicable one*], if any, and this obligation must be attested to by a written document signed by each of the members.
10. Data subjects whose data is processed by the researcher/student [*select the applicable one*], have the right of access, rectification, erasure and objection, restriction of processing and portability of their personal data, under the terms defined in the scientific research project, and in accordance with the provisions of articles 16 to 20 of the GDPR and the specific rules provided for in Implementing Law 58/2019 of the GDPR in the national legal order.
11. When the researcher/student [*select the applicable one*] considers that he/she should respond negatively to a request to exercise the rights of data subjects whose data has been processed during the research project, he/she must first consult the project coordinator/ supervisor [*select the applicable one*].
12. The researcher/student [*select the applicable one*] will process the personal data to which they have access for a period defined by the research project and no longer than is necessary for that purpose; if there is an applicable legal rule that defines a retention period for the data processed that is longer than the period defined by the project, the data must be kept for the entire period legally provided for.
13. Once it has been determined that it is irrelevant to retain it within the scope of the above-mentioned research project, or once the legal retention period has ended if there is one, any personal data held by the researcher/student [*select the applicable one*] will be retained in accordance with what is defined in the research project:
    * 1. Securely deleted or destroyed;
      2. Anonymised.
14. If the researcher/student [*select the applicable one*] becomes aware of any actual or potential faults relating to the security of Iscte's IT systems and/or the protection of personal data, he/she must immediately report them to the relevant services, i.e. the SIIC, and notify Iscte's Data Protection Officer.

This document - terms of responsibility and confidentiality - may be amended at any time for legal, security or any other reasons aimed at improving the interests of all parties involved.

Lisbon, ……. 202X