

Privacy Policy

Project Academic Research Climate in Amsterdam (ARCA)

Version 4 (August 2018)

Introduction

This privacy policy informs you on how your personal data will be processed within the ARCA project.

What is the goal of the project ARCA?

The goal of the ARCA project is to map the research climate within the academic institutions in Amsterdam: VU, University of Amsterdam (UvA) and VU University Medical Centre (VUmc)/Academic Medical Center (AMC).¹

Build-up of the project

The ARCA project consist of three phases. The first phase consists of a survey study among all academic researchers in Amsterdam. The second phase consists of a focus group study among academic researchers in Amsterdam. The third phase consists of two pilot interventions among academic researchers in Amsterdam: (1) moral case deliberation sessions involving research integrity dilemmas and (2) a training for PhD supervisors in responsible mentoring.

Who is responsible for the research?

The research will be conducted by VU-researchers and therefore the VU is responsible for the processing of your personal data. The VU has received your email address from your institution. To obtain the email addresses of all active scientists within the participating institutions, the VU has entered into a data transfer agreement with the executive boards of the institutions. In this agreement, the VU guarantees that the email addresses will only be used to contact scientists for participation in the ARCA project and that all personal data within the research will be processed in accordance with applicable data protection laws. Furthermore, the agreement stipulates that the VU will code ('pseudonymize') all personal data after sampling and before analysis. The participating institutions will have no access to your personal data. The boards of the participating institutions will only be informed with aggregated reports on a faculty level as specified below. These reports will not contain any information which could directly or indirectly identify you.

Scope of this Privacy Policy

This privacy policy applies to all personal data which will be processed within the ARCA project. The project consists of three stages, it can thus be the case that only part of this privacy policy is relevant for you. This regards three types of data: (1) a database of the responses to a survey questionnaire sent out via e-mail, (2) verbal responses during focus groups where we will ask invitees to share their views on the research climate and (3) responses as to how people experienced our pilot supervisor

¹ VUmc and AMC have recently been merged and now operate under the name Amsterdam UMC.

training and pilot moral case deliberations (reviews/ survey responses/interview responses).

Ethical considerations

The study protocols were reviewed by the Medical Ethics Committee (METc) of the VU University Medical Centre. The METc reviewed the protocol and stated that the study does not fall under the scope of the Medical Research Involving Human Subjects Act (WMO). The study protocol was reviewed and has been approved by the Ethics committee of the VU (Vaste Commissie Wetenschap en Ethiek), faculty of Behavioural and Movement Sciences.

What personal data will be collected and processed?

Below we describe per type of data (1-3 as stipulated above) what personal data will be collected and processed.

1. Responses to the survey questionnaire

After survey data collection, we will de-couple email address from responses after which email addresses will be deleted from the database before analysis and aggregation of data. Only data academic rank, gender and disciplinary field (fields are categorized into four types: life and medical sciences, natural and engineering sciences, social and behavioural sciences and finally humanities, language, communication law and arts) will be reported. These procedures described here will pseudonymize the data to assure that it will be practically impossible to trace back personal responses to specific questions.

2. Focus group data

For focus group data, we will provide all potential participants with an information letter and ask informed consent beforehand and do a thorough verbal instruction at the start of the focus groups. The third party that will transcribe the focus groups will sign a confidentiality form and will be asked to transcribe and recode respondent's names into unidentifiable respondent's codes. Specific quotes from the focus groups that could appear in publications should not be recognizable by anyone who did not attend that specific focus group. Quotes will only be published in an effectively anonymized fashion (e.g. Respondent 1: "insert quote...").

3. Interventions

For the first intervention, a pilot training for novice PhD supervisors, participants will be provided with an information letter before the start of the training and will be asked to sign an informed consent form on the first day of the training. We will send out a brief questionnaire after each training day to all participants. Here we will confidentially ask about their experiences, what they liked about the training and what they missed. At the final day of the training, we will also ask the participants to verbally give comments and tips for us how to optimize, promote and expand the training. This data will be effectively anonymized before publishing and will only be used to improve and promote the training.

For the second intervention, the moral case deliberations, participants will be provided with an information letter before the start of the intervention and will be asked to sign an informed consent

form on their first participation in one of the moral case deliberations. We will take observational notes during the sessions to distill what a prototypical case looks like. This will be used as an example in a future publication, but we will use an imaginary case. After survey data collection, we will match the responses from the first and the second questionnaire and then de-couple the email address from those responses. Survey data will be analysed confidentially.

We will record the time and date of the moral case deliberation, as well as some characteristics of its participants (only their rank and disciplinary field) to assess the diversity of the participants. Furthermore, we will ask participants to share their experience with the moral case deliberation technique, how they perceive this technique for research integrity and the specific session they participated in by means of interviews. These interviews will be recorded and transcribed. Recordings will be deleted after transcribed are checked. Specific quotes from the interviews that could appear in publications should not be recognizable by anyone who did not attend that specific session. Quotes will only be published in an effectively anonymized fashion (e.g. Respondent 1: "insert quote...").

Furthermore, the ARCA project processes, manages and secures personal information with the utmost care. We work according to the [General Data Protection Regulation \(GDPR\)](#), the Implementation Act for the General Data Protection Regulation (UAVG) and the [Dutch Code of Conduct for Scientific Practice](#).

What is the legal basis of for the processing?

Your personal data will be processed on the basis of the consent you have given.

Who are the recipients of the personal data?

Specifically for the survey:

The pseudonymized data (raw data after removal of email address) will not be provided to third parties unless:

- This is necessary for the purpose for which the data were obtained (i.e. submission of the de-identified dataset as part of publication policies).
- When our pseudonymized data is needed for research purposes in the future (i.e. a collaboration with another institution), your identity will remain protected and data will only be available after a data transfer agreement is signed by the requesting party and the researchers.
- When such a request for the pseudonymized data is issued, data will only be shared if the main research team reaches consensus that the requester's use of the data for future research is strictly necessary.
- If any other institution or journal wishes to us to make our data available, this will only be done via a data-transfer agreement.

Specifically for focus group interviews:

- Transcripts of the interviews will not be provided to third parties.
- Code trees (systematic overviews of meta-codes and sub branches of lower-level codes beneath them) will become available for research purposes. Codes cannot be linked to personal data.

Specifically for the MCD interventions and Train the Novice PhD-Supervisor:

- The datafile with the training participants pseudonymized survey responses or pseudonymized suggestions provided to us will be available upon request.
- Transcripts of the in-depth interviews will not be provided to third parties.
- Pseudonymized survey responses will not be provided to third parties.
- Observational notes will not be provided to third parties.

How will the personal data be protected?

We use security and safety procedures against theft, loss and abuse by third parties and ensure that only authorized persons have access to the data (pseudonymized data and transcripts). Authorized persons are the members of the research team. The research team comprises the principal investigators (J. Tjldink, MD PhD, Prof. L.M. Bouter PhD, T.L. Haven, MSc), involved researchers (Dr. R. Pasman, Prof. G. Widdershoven, Prof. F. Oort and masters intern E. Schipper, BSc) and the statistician of the VU / VUmc.

For how long will the personal data be stored and where?

We will store your data for a maximum of fifteen years. Data for scientific research is stored according to the legal timeframe of data storage. The survey data is collected through [Qualtrics](#), which means that the data is stored on a European server. All research (pseudonymized data files, transcript files and observational notes) data will be saved on Surfdrive servers in the Netherlands. The audiotapes of the focus groups and interviews will be deleted and destroyed after we have transcribed the scripts verbatim. The experiences of participants with our interventions will be stored confidentially on Surfdrive servers in the Netherlands.

How will the results be published?

Dissemination of results for research

We will analyse and publish the results of the survey for research purposes. Therefore, we will not include data on faculty, institution or university but will only stratify the data for disciplinary fields and academic ranks.

We will analyse and publish the pseudonymized results of the focus groups. It will be practically impossible to detect who participated in the focus groups from the transcripts/summaries of the focus groups.

We will analyse the results of the PhD training and Moral Case deliberation confidentially. If we are to publish the findings in scientific articles or educative website, we will do so pseudonymised.

Dissemination of results for institutions

The reports of the survey data for the four institutions will be aggregated at faculty level. Because universities are split into different faculties, they will receive reports on a faculty level. Medical centres are split into research institutes and will receive one report per institute. Summaries are only written if more than 25 active scientists filled in the survey and are working at the faculty. This will make it practically impossible to identify individual participants.

The reports of each focus group interviews will be sent to those participants to check if they have anything to add to the summary of the content of the focus groups. These reports will not be

available for third parties nor the participating institutes.

The reports of the PhD supervisor training may be shared with the participating institutions for promotion purposes. The results of the Moral Case Deliberation sessions will not be shared, aside from participants' experiences with the technique as well as aggregated questionnaire responses.

Who can I contact when I have a question or complaint?

If you have any questions, please send an email to Tamarinde Haven, department of philosophy via info@amsterdamresearchclimate.nl. Your query will be dealt with as quickly as possible and will remain confidential.

If you have any complaints about the processing of your personal data, you can also submit a complaint to the Data Protection Officer (*Functionaris Gegevensbescherming*) of the VU via functionarisgegevensbescherming@vu.nl.

It is also possible to directly submit a complaint to the Dutch Data Protection Authority (Authorities Persoonsgegevens). More information can be found on their website:

www.autoriteitpersoonsgegevens.nl.

How can I withdraw from the study?

If you would like to withdraw from the study, please send an email to Tamarinde Haven, department of philosophy via info@amsterdamresearchclimate.nl to discuss a possible withdrawal.