Data offboarding form for project managers

Please fill in one form for each individual research project.

Question and explanation	Fill in your answers here
What is the title of the ongoing/recently completed research project, in which personal data is being processed/has been processed, and for which you have been responsible as project manager/contact person during your employment? Please state the title and the project serial number from the internal record.	Title: Serial number:
Will the research project be continuing at Aarhus University after your employment ends? Please tick either the section "Yes" or "No" and fill in the rest of the information in that section.	**Yes, the research project will continue at AU (please tick here):** Please state the name of the new project manager/contact person: Please state where the research data (personal data) is being kept/stored: Has the new contact person gained access to the research data (please tick below): • Yes: • No: Has the internal record at AU been informed of this change (please tick below): • Yes: • No: Additional relevant information, if any:
	No, the research project will not continue at AU (please tick here): Will the project be continuing at another research institution? Please fill in "**No**" or "**Yes**" below. **No, the research project will not continue at another research institution (please tick here):** Has the project been completed (please tick below): • Yes: • No: State whether personal data has been (please tick below): • Deleted: • Anonymised: • Dispatched for filing: Has the project been withdrawn from the internal record at AU (please tick here): Additional relevant information, if any: **Yes, the research project will continue at another research institution (please tick here):** Will the project continue in your new place of employment or be transferred to a different research institution? Please fill in section *a* or *b* below. *a)* The project/data will continue in my new place of employment (please tick here):

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	- What is the name of your new place of employment? - Has the head of department approved this transfer of research data? - Has the process of preparing a data transfer statement been initiated (must be approved by the head of department as well as the TTO)? - In the case of register data, e.g. from Statistics Denmark, you must contact the relevant AU administrators. Has this been done? Please state the name of the employee responsible for following up: Has the project been withdrawn from the internal record at AU? Additional relevant information, if any: *b)* The project/data will be transferred to a different research institution (please tick here): - Which research institution? - Has the head of department approved this transfer of research data? - Has the process of preparing a data transfer statement been initiated (must be approved by the head of department as well as the TTO)? - In the case of register data, e.g. from Statistics Denmark, you must contact the relevant AU administrators. Has this been done? Please state the name of the employee responsible for following up: Has the project been withdrawn from the internal record at AU? Additional relevant information, if any:
What is your new contact information? You must provide new contact information in case any questions arise after your employment ends.	

Date and employee signature: _____

Once the form has been signed, a copy should be sent in a joint email to fortegnelse@au.dk, the department, and the new AU contact person responsible for the project (if applicable).

The form must also be filed in Workzone under a general case created for this purpose.