SCHOOL OF BUSINESS AND SOCIAL SCIENCES
AARHUS UNIVERSITY

Data offboarding form for project participants

Please list all the ongoing research projects with personal data in which you participate.

Project title	Project serial number	Project manager	Data access closed
Please enter the title of the research project containing personal data.	*Please enter the project serial number from the internal record at AU.*	*Please enter the name of the project manager and the department where the person in question is employed.*	*Please state whether your access to data has been closed down in connection with the end of your employment.*

Date and employee signature: _____

Once the form has been signed, a copy should be sent in a joint email to your department and the project manager who is responsible for the project.

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