

Project Planning Checklist: Personal Data

This document is for Undergraduate and Postgraduate Taught students who plan to collect or process personal data as part of a project e.g. dissertations, questionnaires, coursework assignments.

This checklist will help guide you through what to consider at each stage of your project. We recommend writing a clear plan and including: what personal data you will collect, how you plan to collect it, and what you will do with it after you've finished your project.

1. Before Collection

Action(s):	Helpful Resource(s):
Decide if your project will involve working with personal data.	What is Personal Data?