

Privacy and GDPR Checklist

1. Processing of Personal Data

- **Do you process personal data?**

Yes, personal data will be collected through surveys and interviews, which may include gender, age, occupation, and employee opinions.

2. Purpose of Data Processing

- **What is the aim of processing data?**

The data is being processed to understand how employee cybersecurity awareness impacts the overall security of small hotels. This will involve personal data from employees related to their knowledge and behaviours regarding cybersecurity practices.

3. Consent and Legal Basis

- **Has permission been granted for further use, or is the use of data compatible with the original purpose?**

Informed consent will be obtained from all participants before collecting their data, ensuring it is used solely for the research objectives outlined.

- **What is the legal basis for processing?**

The legal basis is **consent** from participants, and the data processing is in line with GDPR guidelines.

4. Estimating Risk of Data Processing

- **How do you estimate the risk of processing personal data?**

The risk level is **low**, as no sensitive data (e.g., medical or financial information) is involved. However, the data includes personal information that could be linked back to individuals if not anonymized properly, so security measures need to be in place.

5. Data Access, Storage, and Security

- **Who will have access to personal data?**

The research team will have access to the data. No third parties will process this data, and access will be restricted using appropriate measures like two-factor authentication.

- **Where and how will data be stored?**

Data will be stored on institutional research storage systems (e.g.,

networked storage provided by Breda University of Applied Sciences) with **default security measures** to protect personal data. These systems ensure compliance with GDPR and prevent unauthorized access.

- **How will data security be ensured?**

Data will be encrypted and anonymized before analysis. Only necessary personnel will have access, and two-factor authentication will be used where available.

6. Data Sharing and Preservation

- **Will personal data be shared?**

Personal data may be anonymized and shared as part of the research findings. Any personally identifiable information will be excluded from public datasets, or anonymized before sharing. Survey results and interview transcriptions will be preserved according to institutional policies.

- **How long will the data be stored?**

Data will be stored for as long as required by Breda University for academic documentation and research purposes, typically for at least 10 years or as required by GDPR.

7. Privacy and Security Measures

- **How will participants be informed about their data?**

Participants will receive clear information about the purpose of data collection, their rights to withdraw, and how their data will be handled in line with GDPR.

- **Are additional security measures required?**

No additional measures beyond the default security infrastructure of the institution are required, as the data does not involve high-risk sensitive information.

8. Compliance and Ownership

- **Will you process personal data, and how will compliance be ensured?**

Yes, personal data will be processed in compliance with GDPR. The research team will ensure data protection laws are adhered to by consulting with data management support staff and following institutional guidelines for storing and processing personal data.

- **How will ownership of data be managed?**

Ownership of the data will be shared between the researchers and their institution. This ownership will be clearly outlined in the project's data management plan, and any intellectual property rights will be respected.