

Requirements for obtaining consent

I. Using Questionnaires, conducting interviews, observation, experimentation – Obtaining consent

Data can be recorded on paper or online. In the case of audio or audiovisual recordings, apply the provisions described here accordingly.

- A) In the case of **paper-based surveying**, the consent of the data subject must be obtained before collecting personal data, recording them on the questionnaire, or making a recording. For this you can find samples on the ELTE's website subpage containing thesis-related information. You can choose between two types of templates, depending on whether you involve minors (i.e., those under 18) or adults (18 years of age or older) in your research.

The **consent form** provides basic information about the data processing, including the purpose and duration of the data processing and who will have access to the data.

Please, keep in mind:

- The data subject should receive a copy of the consent declaration/form, and you should retain a copy signed by the data subject.
- You should also have detailed information about the rights of the data subjects and the available remedies, even in an online accessible format. See it on this website: <https://adatvedelem.elte.hu/rightsofdatasubject>

- B) In the case of **online surveying**, please, use MS Forms! You can find this form in the Microsoft 365 package: just log in at the *portal.office.com*.

It was purchased by ELTE, with that condition, the Microsoft cannot transfer the data outside the European Union. This means data is protected.

The form should be designed to include two check boxes:

1. one to tick **the declaration of consent**.

This **in the case of adults** can come in three different forms (only one can be chosen by the data subject!):

“I consent, including special categories of personal data, to

A) my personal data will only be used for the purpose of the thesis. In this case, my personal data will not appear in the thesis.

B) my personal data will be included in the thesis, provided that the thesis will be handled confidentially.

C) the thesis containing my personal data is published online in a public place, such as the ELTE thesis collection.”

In MS Forms, the following data of the adult data subject must be collected: name, address, his/her mother's name, place and date of birth.

If the **data subject is under 18 (minor)**, the form must provide 2 options (only one can be chosen by the data subject!):

“I consent, including special categories of personal data, to

A) my personal data will only be used for the purpose of the thesis. In this case, my personal data will not appear in the thesis.

B) my personal data will be included in the thesis, in which case the thesis will be handled as confidential.”

In MS Forms, not only the minor's data but also that of his/her statutory representative (e.g. parent) must be collected: the minor's name, address, his/her mother's name, place and date of birth, and the name of his/her representative.

2. And another check box next to it this sentence: „**I have read the Privacy Notice.**”

The privacy notice must be accessible on the platform, ideally via a link. You can find the sample of this privacy notice on the ELTE's website subpage containing thesis-related information.

Please, keep in mind, because it is very important: The platform must only save the data if the individual has checked the checkbox for giving consent AND declaring that he/she has read the privacy notice.

II. Using the Samples

If the processing differs from what described in the privacy notice sample, it must be supplemented according to the details of the data processing. For example, if access is required by other people (e.g. people assisting you with your research) in addition to those specified in the sample or if you intend to use your thesis for an additional purpose, such as an OTDK essay or a publication. Only the content that is explicitly permitted for removal by the sample text of the privacy notice may be deleted.

You must fill in the section of the sample that pertains to the data controller, i.e., you!