**Data offboarding form for project participants**

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

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| **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.* |
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**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.