

Transfer of all  
contact details  
from the city  
of Hamburg to  
the KOKU

- I. After we proposed our project to the central registration office of the city of Hamburg, they accepted our request for transferring information from their birth records.
- II. We request contact details of all newborns in Hamburg on a regular basis (around 4 times per year) by password protected electronic transfer.
- III. The encrypted storage device is kept at the KOKU. We have ensured that only trained staff has access to this data.
  - a. Entry to all rooms of the KOKU as well as the storage locations within the rooms is secured by both electronic (transponder) systems and conventional key systems.
  - b. The access to your contact details has to be legitimated by a password and our screens are also locked by another access key.

Secure storage  
of the contact  
details at the  
KOKU

Preparation  
and mailing of  
the cover  
letters for the  
first contact to  
the families

- IV. We sent letters of introduction to all parents of newborns to introduce us and arouse interest for our projects. Therefore, we prepare a serial letter on the basis of the collected contact details.
- a. One of our staff members is specifically trained on the confidential preparation of the serial letters. She – as well as all other staff members of the KOKU – is legally required to be confidential according to and guaranteed by § 7 HmbDSG (Data Security Law of Hamburg).
  - b. We print the serial letters on site, in the university's own print office. The print office staff, like all other staff members of Universität Hamburg, is committed to confidentiality according to the aforementioned data security law.
  - c. The prepared serial letters are mailed to the parents by the central post office of the university.

Declaration of consent for further contact is given by the parents

Declaration of consent for further contact is not given by the parents

V.

- a. If the parents agree to be contacted about specific future studies by mail or phone, they send in their signed declaration of consent via mail.

V.

- b. We automatically delete all contact details 12 weeks after mailing out the serial letters to the parents if no declaration of consent was given. Parents who have not given consent will not be contacted again by the KOKU.

Further  
processing and  
storage of  
parents'  
declaration of  
consent at the  
KOKU

- VI. The parents' signed declaration of consents are stored in our archive. We have ensured that only trained staff has access to this data (see. III).
- VII. One of our trained staff members processes your written replies digitally. She adds the details provided by you in your declaration of consent to your contact details.
- VIII. The parents can cancel their declaration of consent at any time. We will then delete all contact details immediately.
- VIII. To inform parents about ongoing studies at the KOKU and to invite them and their children to participate, we contact them by phone or email. We save the appointed times electronically. We have ensured that only trained staff has access to this data (see. III).
- X. Additionally, we send the appointed times to the parents by email .

The KOKU  
contacts the  
parents by  
phone or email

## Realization of studies at the KOKU

- XI. Before any study participation we inform the parents about the precise content and aim of this study.
- XII. The parents have to declare their written consent for every single study participation of their child. The written consent forms are stored in our archive (see VI).
- XIII. The parents can cancel their consent at any time. We will then delete all data of their child collected so far.

XIV. The collected data is stored and processed anonymously. We will never pass this data on to third parties.

XV. The storage and processing of the collected data happens only for scientific reasons. Our analyses are never based on an individual child but refer to a whole group of children and their performances.

XVI. The digital data collected during the studies (depending on the study this can be video data, eye-tracking data, or electroencephalograms) are stored on a server with controlled access at the regional data processing service center.

XVII. If any written data is acquired during the study (e.g. questionnaires, study protocols) those are stored in our archive (see VI).

## Following the study: data processing and storage

# Data Security at the KOKU



Public process  
description

If you are interested to learn more about our security protocol, we will send you the public process description of our research project.

Please contact us in any of the ways mentioned below.