*>University / school / institute<*

*>University logo<*

*>Name of project leader<*

Contact for any queries:

*>Name of contact, e.g. project team member<*

Phone: *>Contact’s phone number<*

**Creating a personal code word**

**How to create your personal code word**

In order to correctly assign your data without breaching confidentiality, we require a password or code word. The code word is structured in such a way that no one – not even us – can work out who you are from your code word. However, you will always be able to reconstruct your code word if you are asked for it or if you forget it. All we have to do is tell you the rules you need to create your code word.

**Your code word consists of the following elements:**

1. The last two letters of your mother’s name at birth
2. The number of letters in your mother’s first name
3. The last two letters of your father’s first name
4. Your day of birth (only the day, not the month and/or year).

\* Please write all numbers as double digits, i.e. add a zero in front of the number if necessary.

\* In the case of multiple or compound first names, please use the first name only.

\* If you do not know the name, use XX instead of the letters or 00 for the number.

**A (fictitious) example**

Mother’s name: **Elke** Müller née Mayerhof**er**

Father’s name: Wo**lf** Peter Müller

Your day of birth: **09**/11/1987

The resulting code word is: **ER04LF09**

**Please enter your code word in the boxes:**

The last two letters of your mother’s name at birth: [ ] [ ]

The number of letters in your mother’s first name: [ ] [ ]

The last two letters of your father’s first name: [ ] [ ]

Your day of birth (the *day* only): [ ] [ ]

**Important:** This list stays with you. Please keep it in a safe place! Do not show it to anyone!