## School of Computer Science & Statistics

## Research Ethics Application

**Part A**

Project Title: Developing a Privacy Canvas Model…………………………………………………….......................

Name of Lead Researcher (student in case of project work): Maurice Buckley.................................... .............................. Name of Supervisor: Dr. Dave Lewis...................................................................................................................... ...............

TCD E-mail: bucklem8@tcd.ie……........……………. Contact Tel No.: 085 8191901……………......…..........……

Course Name and Code (if applicable): Computer Science [UICS-ICSC-IF]……………………………………… Estimated start date of survey/research: 11/3/2019................................................................. .....……………… I confirm that I will (where relevant):

* Familiarize myself with the Data Protection Act and the College Good Research Practice guidelines

[http://www.tcd.ie/info\_compliance/dp/legislation.php;](http://www.tcd.ie/info_compliance/dp/legislation.php)

* Tell participants that any recordings, e.g. audio/video/photographs, will not be identifiable unless prior written permission has been given. I will obtain permission for specific reuse (in papers, talks, etc.)
* Provide participants with an information sheet (or web-page for web-based experiments) that describes the main procedures (a copy of the information sheet must be included with this application)
* Obtain informed consent for participation (a copy of the informed consent form must be included with this application)
* Should the research be observational, ask participants for their consent to be observed
* Tell participants that their participation is voluntary
* Tell participants that they may withdraw at any time and for any reason without penalty
* Give participants the option of omitting questions they do not wish to answer if a questionnaire is used
* Tell participants that their data will be treated with full confidentiality and that, if published, it will not be identified as theirs
* On request, debrief participants at the end of their participation (i.e. give them a brief explanation of the study)
* Verify that participants are 18 years or older and competent to supply consent.
* If the study involves participants viewing video displays then I will verify that they understand that if they or anyone in their family has a history of epilepsy then the participant is proceeding at their own risk
* Declare any potential conflict of interest to participants.
* Inform participants that in the extremely unlikely event that illicit activity is reported to me during the study I will be obliged to report it to appropriate authorities.
* Act in accordance with the information provided (i.e. if I tell participants I will not do something, then I will not do it).

Signed: .......Maurice Buckley............................................... Date: ......19/02/2019...............................

Lead Researcher/student in case of project work

### Part B

|  |  |  |
| --- | --- | --- |
| ***Please answer the following questions.*** | | ***Yes/No*** |
| Has this research application or any application of a similar nature connected to this research project been  refused ethical approval by another review committee of the College (or at the institutions of any collaborators)? | | NO |
| Will your project involve photographing participants or electronic audio or video recordings? | | NO |
| Will your project deliberately involve misleading participants in any way? | | NO |
| Does this study contain commercially sensitive material? | | NO |
| Is there a risk of participants experiencing either physical or psychological distress or discomfort? If yes,  give details on a separate sheet and state what you will tell them to do if they should experience any such problems (e.g. who they can contact for help). | | NO |
| Does your study involve any of the following? | Children (under 18 years of age) | NO |
| People with intellectual or  communication difficulties | NO |
|  | Patients | NO |  |

|  |
| --- |
| **School of Computer Science and Statistics Research Ethical Application Form** |

Details of the Research Project Proposal must be submitted as a separate document to include the following information:

1. Title of project
2. Purpose of project including academic rationale
3. Brief description of methods and measurements to be used
4. Participants - recruitment methods, number, age, gender, exclusion/inclusion criteria, including statistical justification for numbers of participants
5. Debriefing arrangements
6. A clear concise statement of the ethical considerations raised by the project and how you intend to deal with them
7. Cite any relevant legislation relevant to the project with the method of compliance e.g. Data Protection Act etc.

### Part C

I confirm that the materials I have submitted provided a complete and accurate account of the research I propose to conduct in this context, including my assessment of the ethical ramifications.

Signed: .......Maurice Buckley................................................... Date: 19/02/2019.................................................

Lead Researcher/student in case of project work

*There is an obligation on the lead researcher to bring to the attention of the SCSS Research Ethics Committee any issues with ethical implications not clearly covered above.*

### Part D

If external or other TCD Ethics Committee approval has been received, please complete below.

External/TCD ethical approval has been received and no further ethical approval is required from the School’s Research Ethical Committee. I have attached a copy of the external ethical approval for the School’s Research Unit.

Signed: .................................................................................. Date: ............................................ ......................

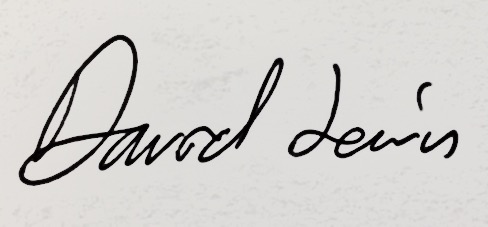
Lead Researcher/student in case of project work

### Part E

If the research is proposed by an undergraduate or postgraduate student, please have the below section completed.

I confirm, as an academic supervisor of this proposed research that the documents at hand are complete (i.e. each item on

the submission checklist is accounted for) and are in a form that is suitable for review by the SCSS Research Ethics Committ

Signed: ...................... ****............... Date: ........... .......................................................

Supervisor

##### Completed application forms together with supporting documentation should be submitted electronically to the online ethics system - <https://webhost.tchpc.tcd.ie/research_ethics/> When your application has been reviewed and approved by the Ethics committee, hardcopies with original signatures should be submitted to the School of Computer Science & Statistics, Room 104, Lloyd Building, Trinity College, Dublin 2.

### CHECKLIST

**Please ensure that you have submitted the following documents with your application:**

|  |  |  |
| --- | --- | --- |
| **1.** | * SCSS Ethical **Application Form** |  |
| **2.** | * **Participant’s Information Sheet** must include the following:  Declarations from Part A of the application form;  * 1. Details provided to participants about how they were selected to participate;   2. Declaration of all conflicts of interest. |  |
| **3.** | * **Participant’s Consent Form** must include the following:  Declarations from Part A of the application form; **b)** Researchers contact details provided for counter-signature (your participant will keep one copy of the signed consent form and return a copy to you). |  |
| **4.** | * **Research Project Proposal** must include the following:  You must inform the Ethics Committee **who** your intended participants are i.e. are they your work colleagues, class mates etc.   1. How will you recruit the participants i.e. **how** do you intend asking people to take part in your research? For example, will you stand on Pearse Street asking passers-by? 2. If your participants are under the age of 18, you must seek both parental/guardian AND child consent. |  |
| **5.** | * Intended **questionnaire**/survey/interview protocol/screen shots/representative materials (as appropriate) |  |
| **6.** | * **URL** to intended on-line survey (as appropriate) |  |

**Notes on Conflict of Interest**

1. If your intended participants are work colleagues, you must declare a potential conflict of

interest: you are taking advantage of your existing relationships in order to make progress in your research. It is best to acknowledge this in your invitation to participants.

1. If your research is also intended to direct commercial or other exploitation, this must be declared. For example, *“Please be advised that this research is being conducted by an employee of the company that supplies the product or service which form an object of study within the research.”*

### Notes for questionnaires and interviews

1. If your questionnaire is **paper based**, you must have the following **opt-out** clause on the top of

each page of the questionnaire: *“Each question is optional. Feel free to omit a response to any question; however the researcher would be grateful if all questions are responded to.”*

#### If you questionnaire is **on-line**, the first page of your questionnaire must repeat the content of the information sheet. This must be followed by the consent form. If the participant does not agree to the consent, they must automatically be exited from the questionnaire.

1. Each question must be **optional**.
2. The participant must have the option to ‘**not submit, exit without submitting’** at the final submission point on your questionnaire.

*5.* If you have open-ended questions on your questionnaire you must warn the participant against naming **third parties**: “*Please do not name third parties in any open text field of the questionnaire. Any such replies will be anonymised.”*

*6.* You must inform your participants regarding **illicit activity**: “*In the extremely unlikely event that illicit activity is reported I will be obliged to report it to appropriate authorities.”*