**SAS: Risk assessment and additional ethics information**

**Please complete this form as part of the ethics application process IF your project involves humans or other animals as participants (i.e. data is collected from them). This form is NOT required for other research projects.**

**Please consult the following link (or your Chair of Health and Safety) if you have questions about assessing risk for your project (e.g. completing additional forms such as COSHH):** [**https://intranet.abertay.ac.uk/documents/forms/health-and-safety/**](https://intranet.abertay.ac.uk/documents/forms/health-and-safety/)**. If you are a student, your supervisor and/or project module leader will advise you on these issues.**

**PLEASE SUBMIT THIS FORM AS AN ATTACHMENT AFTER COMPLETING**

**THE ONLINE UNIVERSITY ETHICS FORM.**

**THIS FORM CONTAINS THREE SECTIONS (RISK, ADDITIONAL PROJECT INFORMATION, APPENDICES WITH UNIVERSITY TEMPLATES). PLEASE COMPLETE ALL SECTIONS AS REQUIRED. IF YOU HAVE ANY QUESTIONS ABOUT THIS FORM, PLEASE CONTACT THE COMMITTEE AT** [**researchethics@abertay.ac.uk**](mailto:researchethics@abertay.ac.uk)

**This form must be adapted to suit your specific project**

**(i.e. include all risks that are applicable to your project and delete risks that are not applicable).**

**For students: Please ensure that your project supervisor has checked and signed this form before submission. Please consult your supervisor if you have questions about this form.**

**Section A – Research Project Risk Assessment (Humans and nonhuman animals as subjects)**

|  |  |
| --- | --- |
| **OVERVIEW**  There is a legal requirement under Management of Health and Safety at Work Regulations (MHSWR) 1999 that a Risk Assessment is necessary to ensure that preventative and protective steps are being taken to control hazards in the workplace. The appropriate Control of Substances Harmful to Health (COSHH) and Bio-COSHH assessments should also be written to accompany this Risk Assessment, and where required, Abertay Human Tissue and Product Code (HTPC) Annex and Genetically Modified Organisms (GMO) approval obtained.  This Risk Assessment should be used for all research and teaching activities (‘work’) undertaken by the School of Applied Sciences, including traditional or ‘wet’ laboratories and food, psychology and sport-related activities which may occur in specialist laboratories, rooms, and indoor or outdoor facilities. It can be completed by Honors project students, Post-Graduate Research Students, Research Assistants and Postdoctoral Researchers, but it must be counter-signed by the appropriate Module Leader, Principal Investigator or Supervisor.  *Please take care to read each section and complete by over-typing or deleting as required.* | |
| **Task or operation being assessed** | Please add a short descriptive title. |
| **Purpose of work** | Please describe the purpose of the proposed work in a short paragraph. Sufficient detail should be provided to put your assessment of risks in context in terms of place and activity. |
| **Location of work** | If at Abertay University, please provide the room number and room or laboratory name; if off-campus, please provide the place and address (if visiting multiple sites, e.g. on a field trip or site visit, please give dates and times where possible) |
| **Who else might be affected** | Please indicate all those who will be affected by the proposed work. You should consider the public, Abertay or site cleaners, security and other staff, contractors, academic visitors and students who may regularly or occasionally visit the place of work. If necessary, indicate those who might be affected in each of the sections listed in Part 2 below. |
| **Lone and after-hours working** | This Risk Assessment should also address lone working and after-hours work where you may be relying on someone else to initiate an emergency response if you fail to make contact by a designated time, of if you are relying on normal staffing levels and the presence of others in nearby rooms to respond to an emergency. |
| **Other issues for consideration** | 1. Indicate whether the work proposed here has an associated Human Tissue and Product Code Annex (HTPC) or Genetically Modified Organisms (GMO) approval. Please provide Project Title, Author, Submission and Revision Dates as appropriate in the box below. 2. For research where data is collected from humans or non-human animals, please indicate that you will follow agreed experimental protocols and that you have read and understood our policy for GDPR in Research and will abide by the policy in the box below. 3. It is possible that risks to co-workers may be increased if donors with an infectious disease provide blood, hair roots, saliva or buccal samples, or semen for analysis. You might consider asking potential donors to de-select themselves based on this consideration. 4. Indicate whether allergies or other health matters, pregnant and nursing mothers, manual handling, and working at height issues need to be considered individually for those signing this form. 5. If your personal circumstances change, you must review this Risk Assessment accordingly. 6. If the activities not connected with this Risk Assessment change in the place of work, perhaps because a new person is using the place, you may need review this Risk Assessment accordingly. |
|  | Insert additional details or confirmation as required or type ‘N/A’. |
| **Emergency contact details** | *Contact Security for emergency response and first aid by telephone if on campus (Extension 8008).*  Provide a contact number for a person who has the knowledge to advise an Emergency Response team of the risks associated with the work covered by this Risk Assessment. |
| **Author** | Who is the person who prepared this Risk Assessment? |
| **Date** | Insert the date. |
| **Assessment review period** | Delete as appropriate: One / Two / Five years or earlier if circumstances (process, student, staff or location) change. |
| **Submission** | *It is important that digital copies of completed and revised Risk Assessments are maintained by the University for Health and Safety auditing purposes, as well as to ensure the School’s Health and Safety Policy and Responsibilities are properly undertaken. A new system is being developed to do this, but until it is available, please send a copy of this Risk Assessment to* [*HSAssessments@abertay.ac.uk*](mailto:HSAssessments@abertay.ac.uk) *or place a copy on the School’s V-drive.*  *If this Risk Assessment is for teaching then it should be made available to students on BrightSpace and a printed copy provided in the laboratory.* |

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| **ASSESSMENT**   1. For the Level of Risk see the note at the end of this Risk Assessment. 2. Mandatory personal protective equipment (PPE) in the School’s science laboratories includes laboratory coat and in our teaching kitchen areas it includes kitchen whites. Please indicate in the sections below if different or additional PPE (such as safety glasses, dust masks, hearing protectors, hard hats, high visibility jackets, etc.) is required. 3. Procedures that are not suitable for Lone Working or After Hours Working should be indicated by ‘Not Appropriate for Lone Working or After-Hours Working’. | | |
| **Hazard** | *Control Measures to Reduce Hazard* | *Level of Risk* |
| ***Example***  **HANDLING OF MICROORGANISMS**  Contamination of skin and clothing, accidental ingestion of microorganisms. | *Use the ‘delete row’ tool to remove this example after reading – do not leave it in your Risk Assessment.*  Conduct all work at the appropriate bench or laminar flow cabinet in the laboratory. Make sure that the work area is free of clutter and all equipment and materials are set out in an easy-to-use manner. Make sure that bio-waste and normal waste receptacles are within easy reach. Wear a laboratory coat at all times and disposable gloves when appropriate. Wear face mask if required when dealing with spores. Do not mouth pipette. Clear the work area when finished and return equipment to their normal places. Wipe clean surfaces if needed. Wash hands at the wash station when finished.  This activity is acceptable for Lone working and After-hours working.  This activity must be re-assessed if personal health status changes. | LOW |
| **ADD A HEADING**  Add a brief summary. | Add details. | Insert level. |
| **ADD A HEADING**  Add a brief summary. | Add details. | Insert level. |
| **ADD A HEADING**  Add a brief summary. | Add details. | Insert level. |
| **ADD A HEADING**  Add a brief summary. | Add details. | Insert level. |
| *Use the ‘Insert row above’ tool* ***in the row above*** *to add more sections as required.* | | |

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| **SIGNATURES** | *By signing, I confirm that I have written or read this document carefully and believe it to be a suitable and sufficient Risk Assessment of the work I will be undertaking or supervising, and that I agree to abide by it when working. I will review this Risk Assessment within the review period, or if circumstances change, and I will undertake to communicate this Risk Assessment with others who might be put at risk by the work described here.* | |
| *Author* | *Date* | *Signature* |
| Insert name. | Insert. | Insert a scanned signature rather than simply typing in your name. |
| *Module Leader, Principal Investigator or Supervisor if required* | *Date* | *Signature* |
| Insert name. | Insert. | Insert a scanned signature rather than simply typing in your name. |

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| **ADDITIONAL SIGNATURES** | *People other than the author of this Risk Assessment may make use of it if it is relevant to the work they are undertaking. By signing below, you are indicating that you have read this document carefully and believe it to be a suitable and sufficient Risk Assessment of the work you will be supervising or undertaking, and that you agree to abide by it when working. You are advised to obtain a digital copy of this document from the author and review it when appropriate.*  *This section could be filled-in using a print copy if this is more appropriate (e.g. for a large class) rather than for a single researcher undertaking the same work.* | |
| *Name* | *Date* | *Signature* |
|  |  |  |
|  |  |  |
| *Use the ‘Insert row above’ tool* ***in the row above*** *to add more sections as required.* | | |

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| **RECORD OF TRAINING**  The proposed work may involve a degree of risk which could be substantially reduced by appropriate training, and the purpose of this section is to record all such training when required. A three-step training process is suggested, beginning with a demonstration by the Supervisor and finishing with the student or researcher undertaking the procedure with the Supervisor observing.  By signing below, you are indicating that you have provided or undertaken the training appropriately, and that you will abide by the procedures or protocols established in this Risk Assessment and other related documentation when working. A digital or printed copy of the training record should be kept by the Supervisor.  *Please make alterations below as appropriate by following the format and over-typing text provided.*  *If this section is not required, simply delete this table.* | | | |
| **Procedure or protocol** | *Date Completed* | *Student’s Name and Signature* | *Student’s Name and Signature* |
| **Insert name of procedure.** | | | |
| Stage 1 – Completed with the Supervisor demonstrating all stages. | Insert date. | Insert a scanned signature rather than simply typing in your name. | Insert a scanned signature rather than simply typing in your name. |
| Stage 2 – Completed under the direction of the Supervisor. | Insert date. | Insert a scanned signature rather than simply typing in your name. | Insert a scanned signature rather than simply typing in your name. |
| Stage 3 – Completed with the Supervisor observing. | Insert date. | Insert a scanned signature rather than simply typing in your name. | Insert a scanned signature rather than simply typing in your name. |
| *Use the ‘Insert row above’ tool* ***in the row above*** *to add more sections for each procedure which requires a record of training (insert four new rows per procedure, and reduce the columns across the top row into one using the ‘Merge cells’ tool).* | | | |

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| **DETERMINING THE LEVEL OF RISK** |
| In order to calculate the level of risk for each hazard, you must first consider the likelihood of the risk (low, medium and high) and then the severity of the hazard itself (low, medium and high), using the table below: |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  |  | ***Likelihood*** | | |  |  |  | |  |  | *Low* | *Medium* | *High* |  |  |  | |  | *Low* | LOW | LOW | MEDIUM |  |  |  | | ***Severity*** | *Medium* | LOW | MEDIUM | HIGH |  |  |  | |  | *High* | MEDIUM | HIGH | HIGH |  |  |  | |  |  |  |  |  |  |  |  | |

**Section B – Project Proposal**

Please use this section in the event you need to provide additional supporting information on your research project (e.g. procedural or methodological details, interview schedule) to help the Committee make an assessment of the project. This section is for **additional** **information** **only** (i.e. not covered already in the online form) and may be useful for staff compiling an ethics application with external collaborators. Note that the EMS now enables researchers to submit information without a constraint on word count (although applicants are encouraged to stick to brevity while providing all necessary details to make a full assessment of a project).

|  |  |
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| C1 | **Additional supporting information (if applicable):** |
|  |  |

**Section C – Materials and appendices**

**Templates are provided here with help text, for you to adapt to your research project. Turnaround time for your application is much faster when applicants include all information in the first instance.**

**Checklist**

**I have included:**

Participant information sheet Y N N/A

Consent form Y N N/A

Debriefing form (or equivalent description of verbal debrief) Y N N/A

External permissions Y N N/A

Letters to parents/children/head teachers etc. Y N N/A

Full interview/focus group schedule Y N N/A

PVG Approval (written confirmation – please do not attach PVG) Y N N/A

Advertisement Y N N/A

Questionnaire items (check potential issues with copyright) Y N N/A

Other (please list): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Thank you*

***Please ensure that you attach this document to your submission on the Ethics Management System*** *Please direct any further questions about your proposal to researchethics@abertay.ac.uk*

**NOTE TO RESEARCHER: Amend/delete all text in red as appropriate. *All guidance information (blue italics) should be deleted (including this box)*. The final text should be all in black.**

*For research conducted online, this form can be presented differently so that it is compatible with the platform, provided participants get the same information and any additional information about how the consent form will be administered is provided in the ethics application (e.g. fully anonymised as participants are not asked to provide their name (if applicable), and/or participants cannot proceed to the main study without indicating consent via compulsory tick box).*

**Project title: XXXX (EMS Approval Code)**

**Researcher name(s):**

What is the research about?

We invite you to participate in a research project about…

*Please provide a brief description understandable to a non-subject specialist. This should provide clear information enabling them to understand the nature of the study, so they can provide informed consent. Provide details here of who is funding the research, if applicable.*

Do I have to take part?

This form has been written to help you decide if you would like to take part. It is up to you and you alone whether you wish to take part. If you do decide to take part you will be free to withdraw at any time without providing a reason and without penalty.

*Expand or replace as appropriate. For NHS-based studies, also provide a short description of why the person has been chosen. If the project uses fully anonymised data from the outset, you must note here that it will be impossible to withdraw data if they decide to take part (as they cannot be identified within the dataset).*

What will I be required to do?

*Provide the participant with a clear idea of what the study involves (i.e. a general description of the data collected), an indication of approximate time commitment and (if applicable) the option to omit responses to items/questionnaires or to withdraw from a specific part of the research.*

Benefits of the research/reimbursement

*Delete if not applicable. Describe whether participants will be reimbursed for their time or provided with another proportionate reward. Alternately (e.g., if unethical to reimburse participants), it can be good practice to briefly outline the general academic/societal benefits of the research (e.g. for furthering our knowledge on…) and/or where the research is disseminated (e.g. PURE page on Abertay).*

How will you handle my data?

Your data will be stored in an anonymised/pseudonymised/fully identifiable *(delete as appropriate)* form and will only be accessible to [PERSONS, see contact details below]. This means that nobody including the researchers could reasonably identify you within the data/a key stored separately will link your research data to your real identity/your data will be fully identifiable as yours. Your data will be stored in [SECURE LOCATION], with data fully anonymised at the earliest opportunity (i.e. when data that could identify you is no longer necessary for the purposes of the research). Your responses are treated in the strictest confidence - it will be impossible to identify individuals within a dataset when any of the research is disseminated (e.g. in publications/presentations). Abertay University acts as Data Controller (DataProtectionOfficer@abertay.ac.uk).

*Researchers’ university contact details must be contained within this form. Note that the important sentence in here from the point of view of GDPR is ‘when data that could identify you is no longer necessary for the purpose of the research’ – although data should be fully anonymised at the earliest opportunity (i.e. our policy), this sentence may therefore be relevant in limited research contexts. Note that the supervisor has ultimate control over the data for student projects. Researchers must contact the Data Protection Officer if (for the integrity of the research project) they have to share non-anonymised data outside of the EU (see our policy document).*

Retention of research data

Researchers are obliged to retain research data for up to 10 years’ post-publication, however your anonymised research data may be retained indefinitely (e.g., so that researchers engage in open practice and other researchers can access their data to confirm the conclusions of published work). Consistent with our data retention policy, researchers retain consent forms for as long as we continue to hold information about a data subject and for 10 years for published research (including Research Degree thesis).

*Please retain the exact wording for the data retention section.*

**Consent statement:**

Abertay University attaches high priority to the ethical conduct of research. Please consider the following before indicating your consent on this form. Indicating your consent confirms that you are willing to participate in the research, however, indicating consent does not commit you to anything you do not wish to do and you are free to withdraw your participation at any time. You are indicating consent under the following assumptions:

* I understand the contents of the participant information sheet and consent form.
* I have been given the opportunity to ask questions about the research and have had them answered satisfactorily.
* I understand that my participation is entirely voluntary and that I can withdraw from the research (parts of the project or the entire project) at any time without penalty and without having to provide an explanation.
* I understand who has access to my data and how it will be handled at all stages of the research project.

***NOTE TO RESEARCHER:*** *Delete the table if row two is not relevant to your research and retain the text from the first row.* ***You must include additional rows as applicable for the researcher to use the following in different contexts:***

**A) *Anonymised/Pseudonymised quotes/transcripts i) to be used by other researchers (e.g. on a research repository), ii) in published materials or presentations (which may be classed as in the public domain e.g., if disseminated online).***

**B) *Photographic images, audio recordings, video images i) to be used by other researchers (e.g. on a research repository), ii) in published materials or presentations (which may be classed as in the public domain e.g., if disseminated online).***

|  |  |  |
| --- | --- | --- |
| **PLEASE INITIAL BOX:** | **Yes, I do consent** | **No, I do not consent** |
| I consent to take part in this study conducted by [*THE RESEARCHER(S)*] who intend to use my data for further research examining [*BROAD DESCRIPTION COMPATIBLE WITH THE USE OF SUCH DATA WITHIN THAT LABORATORY/RESEARCH GROUP*] |  |  |
| I consent for [*THE RESEARCHER*] to collect and process my sensitive data [Delete as appropriate: (1) *Ethnic/racial origin; (2) Political/religious/philosophical beliefs; (3) Trade Union membership; (4) Health/medical data; (5) Sexuality, sexual activity, sexual orientation; (6) Criminal prosecution or conviction; (7) Data on children and other vulnerable individuals; (8) Data on social media, phone or online activity; (9) Other information that might lead to reputational/institutional damage if disclosed – please specify*] |  |  |

**Signature:**

**I confirm that I am willing to take part in this research:**

**PRINT NAME:**

**SIGNATURE:**

**DATE:**

***NOTE TO RESEARCHER:*** *PLEASE COMPLETE CONSENT FORM IN DUPLICATE IF PROVIDING A PAPER BASED CONSENT FORM AND ALLOW THE PARTICIPANT TO TAKE A COPY WITH THEM. IF DATA FROM ONLINE STUDIES ARE NOT FULLY ANONYMISED PARTICIPANTS MAY BE ADVISED TO TAKE A SCREENSHOT OF THE CONSENT PAGE.*

**Privacy notice and legal basis for processing:**

Abertay University (the “University”/”we”) is committed to protecting the privacy and security of your personal data in accordance with the Data Protection Act 2018 (or any successor legislation) and (EU) 2016/679 the General Data Protection Regulation (“GDPR”) (and any other directly applicable EU regulation relating to privacy) (together “Data Protection Law”). This research has been approved by the Ethics Committee of Abertay University (and XXXX *if additional Ethical Approval is required*). The research team adhere to the Ethical guidelines of [their professional body] (and/or the principles of the Declaration of Helsinki, 2013) and the principles of the General Data Protection Regulations (GDPR). The Abertay University Privacy Notice for Research Participants is available at <https://www.abertay.ac.uk/legal/> . General information on Data Protection law is available from the [Information Commissioner’s Office](https://ico.org.uk/).

For research involving living humans, the Data Controller adheres to, and collects, processes and handles/archives data in compliance with:

Article 6 (1) e: processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

Article 9 (2) j: processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

Where applicable, this form is prepared in consultation with Article 13 of EU GDPR legislation, detailing the information to be provided where personal data are collected from the data subject.

If you have concerns about this research, please contact researchethics@abertay.ac.uk for enquiries (stage 1), or for more formal concerns (stage 2), please contact complaints@abertay.ac.uk. If you are not happy with the way your information is being handled, in the first instance, you should contact the University’s Data Protection Officer (DataProtectionOfficer@abertay.ac.uk). If you remain unhappy with the response received from us, you have the right to lodge a complaint with the Information Commissioner’s Office at Wycliffe House, Water Lane, Wilmslow, SK9 5AF (https://ico.org.uk/).

*THIS STATEMENT ON PRIVACY/LEGAL BASIS FOR PROCESSING MUST BE INCLUDED UNALTERED (EXCEPT RED TEXT) AT THE END OF A CONSENT FORM.*

**NOTE TO RESEARCHER: Amend/delete all text in red as appropriate. *All guidance information (blue italics) should be deleted (including this box)*. The final text should be all in black. An equivalent description of a verbal debrief may be outlined here if applicable/acceptable to the Ethics Committee.**

**Project title:**

**Researcher name(s):**

Thank you for taking part in this research project; your contribution is valuable.

Nature of research

*In language which can be understood by the non-subject specialist you should provide a concise outline of the broad research project and specifically an explanation of the rationale behind why the participant was asked to take part in this research project.*

Data

Your data will be stored, shared and processed as outlined in the Participant Information Sheet and Consent form for this project (Approval Code#). If you no longer wish to participate in the research, you are free to withdraw at any time. You will be able to withdraw your data [before/within] [SPECIFIC DATE/TIME LIMIT]. If your information (data) is anonymous at the point of collection or subsequently anonymised, we will not be able to withdraw it after that point because we will no longer know which information (data) is yours.

Sources of support

If taking part in the research has raised any issues for you personally, you can contact….

*The standard contacts to include here (for students) are Student Services/Student Counselling (*[*https://www.abertay.ac.uk/life/student-support-and-services/counselling/*](https://www.abertay.ac.uk/life/student-support-and-services/counselling/)*). For non-students or other contexts (depending on the research project) other contacts include GP, a trusted friend, or relevant Charitable bodies (e.g. Samaritans or Childline for under 18s).*

Further reading

*Occasionally suggested relevant reading may be listed for participants who wish to read more widely around the topic. The researchers’ website or reputable academic videos/links may be useful for engaging the student/participant in the research area.*

Contact

If you have any further questions you may contact the researcher or my supervisor on the details below.

*Please provide university contact details (i.e. not personal email/phone).*

Thank you once again for taking part in the research!

**NOTE TO RESEARCHER: Amend all text in red as appropriate. *All guidance information (blue italics) should be deleted (including this box)*. The final text should be all in black.**

*(This template should be used for Abertay Research Ethics Approval purposes and researchers should consult, where applicable, the Abertay Research Data Management Policy and funder specific guidelines for completing a Data Management Plan for an external grant. Researchers should adapt their answers for each specific project).*

**Project title: XXXX (EMS Approval Code)**

**Author(s) of data management plan:**

1. Type(s) of research

Quantitative/qualitative research generating new data/analysing secondary data.

*Briefly list/describe the type of research you are engaged in. It is good practice to briefly outline whether you will generate new data and/or if existing datasets on this topic already exist.*

1. Type(s) of data

*Briefly list/describe the type of data you will collect (e.g. quantitative, qualitative, demographic data, anthropometric data, scores on psychometric tasks, responses to computer based experimental tasks). Also good practice to detail file types (e.g. .tiff, .csv, .wav) and (if applicable for larger projects) costs/space required for storing/archiving the data.*

1. Method for collecting/generating data

*Briefly describe the interface used to collect/generate data (if digital) or other measures if the research is face-to-face.*

1. Managing, storing and curating data

*Briefly describe whether data are anonymous, personal/sensitive, where it is stored and how it is backed up. Who has access to the data?*

1. Data preservation strategy and standards

*Researchers are obliged to retain research data for up to 10 years’ post-publication, however anonymised research data may be retained indefinitely (e.g. so that researchers engage in open practice and other researchers can access their data to confirm the conclusions of published work). Researchers retain consent forms for as long as we continue to hold information about the data subject and for 10 years for published research. Also outline how any personal information will be kept separate from the data, if applicable. Please consult our data retention policy if necessary (GDPR for Research Section 5.9), which details retention periods for various types of research project.*

**Security and confidentiality of disclosed personal information**

**Complete only if you collect personal data related to human participants in research. This should be consistent with information provided in your ethics document.**

1. Main risks to data security (and how they will be mitigated)

*Briefly outline whether there are any risks and how they will be mitigated (e.g. anonymity/confidentiality, providing informed consent and the understanding of these issues by the participant when giving consent).*

1. Suitability of data for sharing with third parties

*Is the data suitable for sharing? How will consent be obtained for sharing (if applicable to the project)?*

1. Responsibilities of third parties who use our data

*Note IMPORTANT guidelines in the policy document for sharing outside the EU (must be fully anonymized if shared outside the EU). Note policy guidelines on best practice, where data are fully anonymized at the earliest possible opportunity in the research project.*

1. Responsibilities of researchers

*The University is the Data Controller. Note the responsibility of the PI (if at Abertay) to comply with Abertay’s policy on GDPR. All researchers involved in data collection are responsible for ensuring anonymity of data and accuracy of recording. All named researchers who work with the data are responsible for its secure storage.*