



Legal and ethical requirements for your 'Co-creating our city' project

Consent to participate

- The laws and research ethics guidelines for my country/local area checked
- Informed consent obtained from all participants
- For young people who are minors: Parental/guardian and youth consent obtained
- Consent forms are age-appropriate and easy to understand
- Participants informed of their right to withdraw at any time

Data protection & privacy

- Personal data collected and stored in compliance with data protection laws (e.g., GDPR)
- Participants informed about what data is collected, why it is collected, who has access, and how long it will be stored
- Data anonymized or pseudonymized where appropriate
- Secure storage and limited access to sensitive information ensured
- A plan for when and how data will be deleted put in place

Additional ethical considerations

- Activities designed to minimize power imbalances
- Safe and inclusive space for youth participation created
- Diverse voices and experiences represented
- Transparent communication about project goals and use of results aimed for

Photos, video & audio recordings

- Written permission obtained for taking and using images/audio/video
- For young people who are minors: Parental/guardian and youth consent obtained
- Participants informed where and how recordings may be used (e.g., reports, social media)
- Right to revoke media consent clearly explained

Child and youth protection

- Project team checked and informed about national child protection and safeguarding laws
- Adults who work with minors have been vetted and authorized
- Staff have had professional qualifications checked and have been trained
- Safeguarding policy in place and communicated to all staff
- Clear procedures for reporting concerns or incidents
- Risk assessments completed for all activities