**Dublin City University**

**School of Computing**

APPLICATION FOR APPROVAL OF AN UNDERGRADUATE OR TAUGHT MASTERS PROJECT INVOLVING **HUMAN PARTICIPANTS**

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- **Applications must be submitted via the project dashboard**

- **Student applicants must include their supervisor as the Principal Investigator (PI).** The form should be checked, approved and signed in digital form by the supervisor in advance of submission*.*

- **The application should consist of <u>one electronic file only, in PDF format,</u>** with an electronic signature from the PI (the project supervisor) and yourselves, the students. The completed application must incorporate all supplementary documentation, especially those being given to the proposed participants.

- **All sections of the application form must be answered as instructed and within the word limits given.**

Applications must be completed on the form; answers in the form of attachments will not be accepted, except where indicated. No hardcopy applications will be accepted. **The project <u>must not</u> commence until approval has been received from the School Research Ethics Committee.**

| | |
|---|---|
| **PROJECT TITLE** | Expo+ |
| **PRINCIPAL INVESTIGATOR(S)**<br><br>*The Principal Investigator is the project supervisor and s/he has primary responsibility for the project.* | Darragh O'Brien |
| **START AND END DATE** | 17/11/23 - 21/04/24 |
| **STUDENT NAME(S), COURSE AND YEAR (E.G. EC4)** | CASE4: Gideon Amaechi (20364806) & CASE4: Genesis Uwumangbe (20459666) |
| **LEVEL OF RISK***<br><br>*Please confirm that this project requires notification only* | Notifications only = Yes |

## 1. ADMINISTRATIVE DETAILS

### 1.1 WILL THE PROJECT BE UNDERTAKEN ON-SITE AT DUBLIN CITY UNIVERSITY?

| YES or NO |
|---|
| **YES** |

|  |
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**DECLARATION BY PRINCIPAL INVESTIGATOR / SUPERVISOR**

*The information contained herein is, to the best of my knowledge and belief, accurate. I have read the University's current research ethics guidelines, and accept responsibility for the conduct of the procedures set out in the attached application in accordance with the form guidelines, the REC guidelines (https://www.dcu.ie/researchsupport/researchethics.shtml), the University's policy on Conflict of Interest, Code of Good Research Practice and any other condition laid down by the Dublin City University Research Ethics Committee. I have attempted to identify all risks related to the project that may arise in conducting this project and acknowledge my obligations and the rights of the participants.*

*If there exists any affiliation or financial interest for researcher(s) in this project or its outcomes or any other circumstances which might represent a perceived, potential or actual conflict of interest this should be declared in accordance with Dublin City University policy on Conflicts of Interest.*

*I and my co-investigators and/or supporting staff have the appropriate qualifications, experience and facilities to conduct the project set out in the attached application and to deal with any emergencies and contingencies related to the project that may arise. Supervisor(s) signature(s) are required as evidence that they have read and approved the submission.*

**Please note:**

1. *Any amendments to the original approved proposal must receive prior School Ethics Committee approval.*

2. *As a condition of approval investigators are required to document and report immediately to the School of Computing Ethics Committee any adverse events, any issues which might negatively impact on the conduct of the project and/or any complaint from a participant relating to their participation in the study*

**Electronic Signature(s):**

Principal investigator / Supervisor: _____

Print Name(s) here: Darragh O'brien

Date: __17/01/2024____

**I/We, the students on this proposal, have read and approve this submission**

Student(s) signature(s):

*Print Name(s) here:___**GIDEON AMAECHI & GENESIS UWUMANGBE**___*


*Date: __17/01/2024___*


| 2. | PROJECT OUTLINE |

### 2.1    LAY DESCRIPTION, AIMS & JUSTIFICATION, METHODOLOGY *(up to.100 words)*

<mark>*Please outline, in terms that any non-expert would understand, what your project is about, including what participants will be required to do. Please explain any technical terms or discipline-specific phrases. State the aims and significance of the project.*</mark>
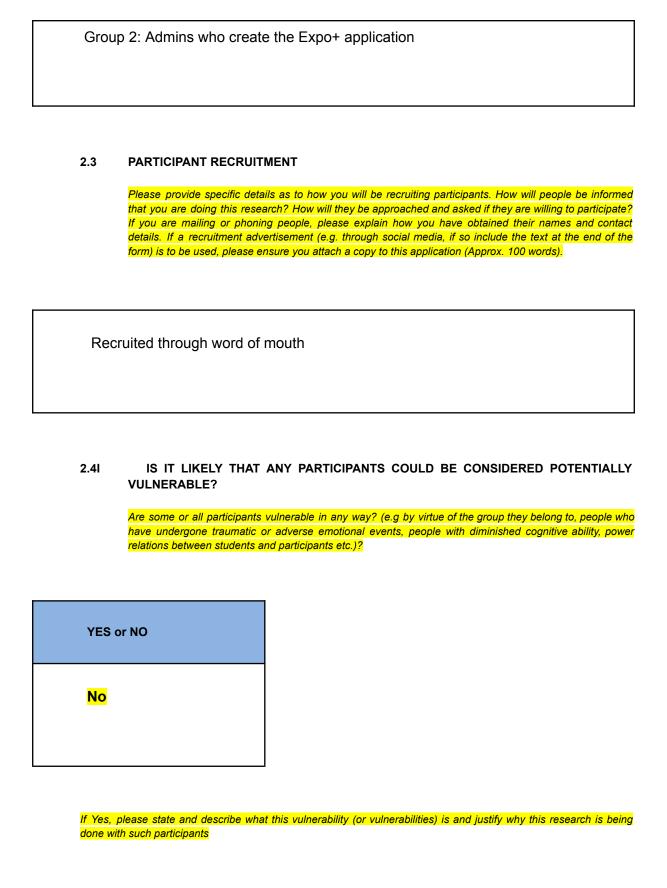
> This project is a web application used to provide information about the DCU 4th year project expo. It provides easy navigation between projects as there's an interactive map that highlights projects to visit. It contains details of each individual project and shows the locations of these projects by use of a virtual map. Users are presented with a questionnaire upon completion of their signing up which will then be used to suggest recommendations that are likely to suit their specific interests. The web app uses machine learning to collect the preferred data and it will then monitor the ratings that user gives and will recommend high rated projects to similar users.

### 2.2    PARTICIPANT PROFILE

<mark>*List and very briefly describe each participant group where applicable. For instance, participant group 1 will consist of…, participant group 2 will consist of… etc.* Indicate if minors (Under 18) are involved *Provide the number, age range and source of participants.  Please provide a justification of your proposed sample size.*</mark>

> Our application is aimed for people who are in university or attendees who are mainly adults
>
> Group 1: Attendees who view the projects

Group 2: Admins who create the Expo+ application

### 2.3 PARTICIPANT RECRUITMENT

Recruited through word of mouth

### 2.4I IS IT LIKELY THAT ANY PARTICIPANTS COULD BE CONSIDERED POTENTIALLY VULNERABLE?

| YES or NO |
| --- |
| No |

**2.5     WILL THE IDENTITY OF THE PARTICIPANTS BE PROTECTED?**

| YES or NO |
|-----------|
| ==YES== |

==If NO, please explain why==

**IF YOU ANSWERED YES TO 2.5, PLEASE ANSWER THE FOLLOWING QUESTION:**

**2.6     HOW WILL THE ANONYMITY OF THE PARTICIPANTS BE RESPECTED?**

*==Please bear in mind that where the sample size is very small, it may be impossible to guarantee anonymity/confidentiality of participant identity.  Participants involved in such projects need to be advised of this limitation in the Plain Language Statement/Information Sheet. If you intend to fully anonymize the data, please provide details==*

Users are required to test the functionality of the application. Dummy user accounts will be used containing no personal information.

## 2.7 LEGAL LIMITATIONS TO DATA CONFIDENTIALITY

State how and where participants will be informed of these limitations

Limitations regarding data confidentiality are available for viewing in the plain language statement provided in Appendix 1.

## 2.8(a) EXPLAIN HOW PARTICIPANTS ARE TO BE RECRUITED

*Please provide specific details as to how you will be recruiting participants. How will people be informed that you are doing this research? How will they be approached and asked if they are willing to participate? If you are e-mailing, mailing or phoning people, please explain how you have obtained their names and contact details. If a recruitment advertisement is to be used, please ensure you attach a copy to this application.*

Participants are to be recruited from our family and friends.

## 2.8(b) CHILD PARTICIPANTS (anyone under 18 years old)

*If your participants include children, you **must** confirm that you are in compliance with the research specific guidelines as detailed in "Keeping Children Safe - Policies and Procedures supporting Child Protection at DCU" - available at: https://www4.dcu.ie/sites/default/files/policy/157%20-%20child_protection_handbook_rev1%282%29%281%29.pdf*

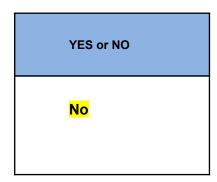| *Please indicate your compliance with the following guidelines:* | Mark here |
|---|---|

| | |
|---|---|
| We confirm that we have read and agree to act in accordance with the DCU Child Protection policy and procedures | **N/A** |
| We confirm that we have put in place safeguards for the children participating in the project | **N/A** |
| We confirm that we have supports in place for children who may disclose current or historical abuse (whether or not this is the focus of the project) | **No** |

**2.9      PLEASE EXPLAIN WHEN, HOW, WHERE, AND TO WHOM RESULTS WILL BE DISSEMINATED, INCLUDING WHETHER PARTICIPANTS WILL BE PROVIDED WITH ANY INFORMATION AS TO THE FINDINGS OR OUTCOMES OF THE PROJECT?**

| |
|---|
| User testing results will be shared amongst developers and principal investigators only |

**2.10      ARE OTHER APPROVALS REQUIRED TO GAIN ACCESS TO ANOTHER LOCATION, ORGANISATION, SCHOOL ETC.?**
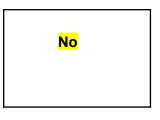
| YES or NO |
|---|
| No |

If YES, please specify from whom and attach a copy of the approval documentation.  If this is not yet available, please explain when this will be obtained.

## 3. RISK AND RISK MANAGEMENT

### 3.1 EXPLAIN AND JUSTIFY THE STATED LEVEL OF RISK TO PARTICIPANTS***

*You must provide a justification that the stated level of risk and its corresponding level of review is notification only and not Full Committee or Expedited, as indicated on the cover page of your application. No project is completely without risk. Note that the level of risk may be influenced by the vulnerability of the research group, the methods employed and the nature of the project itself. For further information on risk levels, please refer to the Levels of Review information on the website: https://www.dcu.ie/researchsupport/researchethics.shtml*

Users required for user testing with dummy accounts containing no personal data. No risk to participants

### 3.2 POTENTIAL RISKS TO PARTICIPANTS AND RISK MANAGEMENT PROCEDURES

*Identify, as far as possible, all potential risks to participants (physical, psychological, social, legal, economic, etc.), associated with the proposed project. Will your project involve deception, investigation of participants involved in illegal activities, performance of any acts which might diminish the self-esteem of participants or cause them to experience embarrassment, regret or depression? Please explain what risk management procedures will be put in place to minimise these risks.*

There is no potential risks to any of the past students whose information from last years project is being used

**3.3    ARE THERE LIKELY TO BE ANY BENEFITS (DIRECT OR INDIRECT) TO PARTICIPANTS FROM THIS RESEARCH?**

| YES or NO |
|:---:|
| No |

**3.4    ARE THERE ANY SPECIFIC RISKS TO YOURSELVES IN CARRYING OUT THIS PROJECT?**

*Examples include use of dangerous materials, asking certain types of questions,The project being undertaken in certain locations, researchers working alone in isolated areas, etc.*

| YES or NO |
|:---:|

<table>
<tr><td><strong><mark>No</mark></strong></td></tr>
</table>

<mark>If YES, please describe and explain what risk management procedures will be put in place to minimise these risks</mark>

<table>
<tr><td><br><br><br><br><br><br></td></tr>
</table>

## 3.5     DEALING WITH ADVERSE/UNEXPECTED OUTCOMES

<mark>*Please describe what measures/protocols you have put in place in the event that there are any unexpected outcomes or adverse effects to participants arising from involvement in the project.*</mark>

We agree to regularly meet with our supervisor to monitor the project and enable them to help deal with unexpected outcomes, and this will provide support for participants and monitor the project

<table>
<tr><td><strong>YES or NO</strong></td></tr>
<tr><td><strong><mark>Yes</mark></strong></td></tr>
</table>

## 3.6     SUPPORT FOR PARTICIPANTS

No support will be needed.

## 3.7 HOW WILL THE CONDUCT OF THE PROJECT BE MONITORED?

We will be having regular meetings with our supervisor.

## 3.8 DO YOU PROPOSE TO OFFER PAYMENTS OR INCENTIVES TO PARTICIPANTS?

| YES or NO |
|---|
| No |

**3.9**      **DO ANY OF THE RESEARCHERS ON THIS PROJECT HAVE A PERSONAL, PHILOSOPHICAL, FINANCIAL, POLITICAL, IDEOLOGICAL, OR COMMERCIAL INTEREST IN ITS OUTCOME THAT MIGHT INFLUENCE THE INTEGRITY OF THE PROJECT OR BIAS THE CONDUCT OR REPORTING OF THE PROJECT, OR UNDULY DELAY OR OTHERWISE AFFECT THEIR PUBLICATION?**

| YES or NO |
|-----------|
| No |

If YES, please specify how this conflict of interest will be addressed

## 4. PERSONAL DATA - COMPLIANCE WITH THE GENERAL DATA PROTECTION REGULATION (GDPR)

**Applicant declaration:**

| 0 | I understand that the proposed project, as set out in this form, is to be carried out by me in my capacity as a student of Dublin City University. | YES or NO | Yes |
|---|---|---|---|

**Definition of Personal Data**

**Personal data is any information about a living person, where that person is either identified or could be identified, from the data itself or when it is combined with other data. Typical examples of personal data in a research context are:**

**a) paper based records e.g. consent forms, research participant files, patient records, interview notes etc.**

**b) electronic records e.g. database of participant details, online survey returns, photos, audio & visual recordings, IP addresses, diagnostic / clinical imaging etc.**

**c) other e.g. genetic data, biometric data, clinical or medical samples etc.**

**Note: If personal data is to be obtained and / or processed in the course of the proposed research then there are certain legal obligations and principles to be followed. These are set out in the EU 2016 General Data Protection Regulation (GDPR) and associated Irish Law.**

**Any data that is <u>fully and completely anonymous</u> is not considered to be 'personal data'. However, any data that is merely pseudo-anonymised is deemed to be 'personal data'.**

**Further information on data protection issues is available from the University's Data Protection Unit (DPU). You should also consider consulting with your Unit's GDPR Advocate for help and advice on filling out this section of the form.**

**4.1     ASSESSING DATA PROTECTION RISKS & REQUIREMENTS**

**(A) Your knowledge of Data Protection**

| Have you taken and completed the online data protection training course ('Data Protection Course') that is available to all staff and students through the DCU Loop System? | YES or NO | Yes. |
|---|---|---|

If you answered 'No' to the previous question then the DPU strongly recommends that all applicants complete the course on Loop before completing section # 4 of the REC Application Form.

If you experience difficulties in accessing the Loop course at the link above, please contact the Teaching Enhancement Unit for assistance.

**(B) Initial Assessment of whether any of the data to be used in the proposed research is 'Personal Data'** (see definition above)

| 1 | Will the proposed research include living human subjects?  *Rationale – personal data applies only to living individuals.* | YES or NO | Yes |
|---|---|---|---|
| 2 | Will the proposed research use any data that can be linked to an identified, or an identifiable, person?  *Rationale – to be personal data it must be possible to associate it with an identified, or an identifiable, living person.* | YES or NO | Yes |
| 3 | Will the proposed research use any data identifiers that can be linked to a living  person? Examples are a participant's name, code or ID number, their address, their IP address etc.  *Rationale: fully anonymised data is not deemed to be 'personal data' but data that has been deemed to be merely pseudo-anonymised is deemed to be 'personal data'.* | YES or NO | Yes |

If you answered 'Yes' to any of the questions 1 to 3 in sub-section (B), then continue to sub-section (C) and answer questions 1-8. If you answered 'No' to all of the questions 1 to 3 in sub-section (B), then proceed directly to section # 5 of this Application Form.

**(C) Assessing the degree of risk inherent in the personal data**

| 1 | Will the proposed research involve the use of <u>personal data</u> on individuals that reveals any of the following attributes or characteristics about them?<br><br>(State 'Yes' or 'No' as appropriate to all of the following) | | No |
|---|---|---|---|
| | Racial or Ethnic Origin | YES or NO | No |
| | Political Opinions | YES or NO | No |
| | Religious or Philosophical Beliefs | YES or NO | No |
| | Trade Union Membership | YES or NO | No |
| | Genetic Data | YES or NO | No |
| | Biometric Data | YES or NO | No |
| | Data Concerning Health | YES or NO | No |
| | Data concerning a Person's Sex Life or Sexual Orientation | YES or NO | No |
| 2 | Will the proposed research involve the use of <u>personal data</u> relating to children or vulnerable individuals?<br><br>*A child, for data protection purposes, is defined as an individual below 18 years of age. Where the processing relates to 'electronic marketing' the age limit is reduced to 16 years. A vulnerable individual may be anyone who is unable to consent to, or to oppose, the processing of his or her data for any reason, including disability.* | YES or NO | No |

| 3 | Will the proposed research involve the use of data relating to an individual's criminal convictions and / or offences? | YES or NO | No |
|---|---|---|---|
| 4 | **Will the proposed research involve the large-scale processing of <u>personal data</u>?**<br><br>*This may include: a wide range or large volume of personal data; processing which takes place over a large geographical area; processing where a large number of people are affected (e.g. over 100 individuals); or where the processing is extensive or it has potential long-lasting effects on individuals.* | YES or NO | No |
| 5 | **Will the proposed research involve any form of <u>automated processing</u> of personal data?**<br><br>*In particular, to analyse or predict aspects concerning that person's performance at work, economic situation, health, personal preferences, interests, reliability, behaviour, location or movements.* | YES or NO | No |
| 6 | **Will the proposed research involve the sharing or transferring of any personal data to a 3<sup>rd</sup> party outside of DCU?**<br><br>*For example, other research partners, providers of translation or transcription services, etc.*<br><br>*For clarity, this question is not intended to refer to any standard software services already provided by DCU, for example the university's email system or its cloud-based storage provider (Google Drive).* | YES or NO | No |
| 7 | **Will the proposed research require the sharing or processing of personal data outside the EU or the EEA? (e.g. the US, the UK, Canada, Australia, China etc.)**<br><br>*The EEA refers to the 'European Economic Area' (i.e. the EU plus Norway, Liechtenstein and Iceland).* | YES or NO | No |

| 8 | Will the proposed research involve the matching or combining of separate datasets of information on individuals in a way that would exceed their reasonable expectations of privacy?<br><br>*This is especially important where two or more previously anonymous datasets are combined in such a way so as to allow for the identification of individuals. An example would be combining mobile phone location data along with any other dataset to identify individuals.* | YES or NO | No |
|---|---|---|---|

**Important Point: Next Step**

If you answered 'Yes' to one or more of the questions 1 to 8 in sub-section (C) <span style="color:red">You should consult with your Supervisor / Principal Investigator to who</span> will assess whether there are any further data protection issues to be addressed or additional procedures to be followed.

## Note 1: What does 'Minor' and 'Vulnerable Individual' mean?

A **minor** is defined as an individual below 18 years of age. Where the processing relates to 'electronic marketing' the age limit is reduced to 16 years. A **vulnerable individual** may be anyone who is unable to consent to, or oppose, the processing of his or her personal data for any reason. Both of these are of particular importance if the project compels the provision of data from individuals.

## Note 2: What does 'large scale processing' mean?

The GDPR does not define what constitutes large-scale. EU guidance recommends that the following factors, in particular, be considered when determining whether the processing is carried out on a large scale:

- the number of data subjects (either as a specific number or proportion of the relevant population);

- the volume of data and/or the range of different data items being processed;

- the duration, or permanence, of the data processing activity; &

- the geographical extent of the processing activity.

Examples of large-scale processing include, but are not limited to:

- processing of patient data in the regular course of business by a hospital;

- processing of travel data of individuals using a public transport system (e.g. tracking via travel cards);

- processing of real time geo-location data of customers of an international fast food chain for statistical purposes by a processor specialised in these activities;

- processing of customer data in the regular course of business by an insurance company or a bank;

- processing of personal data for behavioural advertising by a search engine; &

- processing of data (content, traffic, location) by telephone or internet service providers.

Examples that do **not** constitute large-scale processing include, but are not limited to:

- processing of patient data by an individual physician; and

- processing of personal data relating to criminal convictions and offences by an individual lawyer.

| | **B. Applicant Data Protection Assessment Questionnaire – Part II** | | |
|---|---|---|---|
| **5(a)** | Does your project include the use of Personal Data of individuals which reveals any of the attributes or characteristics below? <br><br> If 'Yes,' please indicate which will be used in your project **(tick all that apply):** | **YES or NO** | **No** |
| | *racial or ethnic origin* | **YES or NO** | **No** |
| | *political opinions* | **YES or NO** | **No** |
| | *religious or philosophical beliefs* | **YES or NO** | **No** |

| | | | | |
|---|---|---|---|---|
| | | *trade union membership* | **YES or NO** | **No** |
| | | *genetic data* | **YES or NO** | **No** |
| | | biometric data | **YES or NO** | **No** |
| | | *data concerning health* | **YES or NO** | **No** |
| | | *data concerning a natural person's sex life or sexual orientation* | **YES or NO** | **No** |
| **5(b)** | Does your project include the use of Personal Data relating to minors or vulnerable individuals? *(See **Note 1**, below)* | | **YES or NO** | **No** |
| **6** | Does your project include the use of Personal Data of individuals relating to their criminal convictions and/or offences? | | **YES or NO** | **No** |
| **7** | Does your project include large-scale processing of personal data relating to living individuals? *This may include: a wide range or large volume of personal data; processing which takes place over a large geographical area; or where a large number of people are affected (e.g. over 100 individuals); or where the processing is extensive or has long-lasting effects. (See **Note 2**, below)* | | **YES or NO** | **No** |
| **8** | Does your project include any form of automated processing of personal data, used to evaluate certain personal aspects relating to a living individual? *In particular, to analyse or predict aspects concerning that person's performance at work, economic situation, health, personal preferences, interests, reliability, behaviour, location or movements* | | **YES or NO** | **No** |

| 9 | Does your project include any partners which are third parties outside of DCU?<br><br>*e.g. Research partners, third party software providers or other providers such as translation or transcription services, etc.* | YES or NO | **No** |
|---|---|---|---|
| 10 (a) | Does your project involve the sharing or processing of Personal Data outside the EU or the EEA?<br><br>*i.e. the EEA is the European Economic Area (the EU plus Norway, Liechtenstein and Iceland)* | YES or NO | **No** |
| 10 (b) | If 'Yes', please state which non-EU or EEA country is involved: | | |
| 11 | Does the project require the matching or combining of separate datasets of information on individuals in a way that would exceed their reasonable expectations of privacy?<br><br>*An example would be combining mobile phone location data along with any other dataset to identify individuals.* | YES or NO | **No** |

If you answered 'Yes' to one or more of these questions, you should make sure that you have strong and secure data privacy risk mitigation safeguards in place, discuss these with your supervisor.

**4.2   WILL ANONYMISATION OR PSEUDONYMISATION OF THE PERSONAL DATA, WHERE APPLICABLE,  BE UNDERTAKEN?**

*Anonymisation is the process of removing personal identifiers, both direct and indirect, that may lead to an individual being identified. Pseudonymisation is the processing of personal data in such a manner that the personal data can no longer be attributed to a specific living individual without the use of additional information, provided that such additional information is kept separately and is subject to technical and organisational measures to ensure its security.*

**YES or NO**

Users will be asked to create dummy accounts containing no personal information.

## 5. DATA/SAMPLE STORAGE, SECURITY AND DISPOSAL

### 5.1 HOW AND WHERE WILL THE DATA/SAMPLES BE STORED?

**On the DCU google drive**

### 5.2 WHO WILL HAVE ACCESS TO DATA/SAMPLES?

Genesis Uwumangbe

Gideon Amaechi

**5.3    HOW LONG IS THE DATA TO BE HELD OR RETAINED?**

*Note that, with very few exceptions, **Personal Data** may not be retained indefinitely. It is up to the project team to establish an upper retention limit for each category of Personal Data used within the project and to ensure it is applied at the expiry of that limit. The School of Computing Research Ethics Committee recommends that Personal Data is retained until after the Progression and Awards Board for the current academic year.*

For the duration of the project

**5.4    IF YOUR PROJECT DOES INVOLVE THE USE OF PERSONAL DATA THEN WILL THIS BE USED AT A LATER DATE FOR THE PURPOSE OF PUBLICATION OF THE RESULTS OF THE PROJECT?**

| YES or NO |
|-----------|
| No |

*Where it is intended that the personal data used in the project will be used at a later date for the purposes of publication please explain how consent to do so will be obtained.*

N/A

**5.5 IF THE DATA/SAMPLES ARE TO BE DISPOSED OF AT THE END OF THE PROJECT PLEASE EXPLAIN HOW, WHEN AND BY WHOM THIS WILL BE DONE?**

*Note that simply deleting files is not sufficiently secure. The additional steps to be taken to maintain data security should be given. **Personal data** must be disposed of in a safe and secure manner at the end of its retention period. If the data is stored in (a) a paper-based format, then shredding or disposal via a secure bin is recommended; or (b) in an electronic-based format, then deletion of the record or the full anonymization of the data is recommended. If data/samples are **not** being disposed of, please justify that intention.*

| | |
|---|---|
| **How will the data/samples be disposed of?**<br><br>Please describe the means by which the personal data will be deleted or destroyed. This includes personal data held in hard copy and digital formats. | Stored data will be deleted by the admins upon completion of the project from the DCU Google Drive. |
| **By whom will the data/samples be disposed?**<br><br>Please indicate the designated team member(s) with responsibility for deletion and/or destruction of the research project's personal data. | Genesis Uwumangbe<br><br>Gideon Amaechi |

## 6. PLAIN LANGUAGE STATEMENT *(Attach to this document. Up to a max of 400 words)*

**PLEASE CONFIRM WHETHER THE FOLLOWING ISSUES HAVE BEEN ADDRESSED IN YOUR PLAIN LANGUAGE STATEMENT/ INFORMATION SHEET FOR PARTICIPANTS:**

**Note that this list is a check-list of all of the things that you should include in your plain language statement, if they are relevant (they are in most cases). In the earlier sections of this form you have already written the text that can be used to create your plain language statement. References to the relevant sections are provided on each line.**

|  | YES or NO |
|---|---|
| Introductory Statement (Student(s) and supervisor names, school, title of the project) [Table, p 1] | **Yes** |
| What is this project about? [section 2.1] | **Yes** |
| Why is this project being conducted? [section 2.1] | **Yes** |
| What will the participant be expected to do/have to do if they decide to participate in the study?[section 2.1] | **Yes** |
| How will their privacy be protected? [section 2.5, section 2.6] | **Yes** |

| | |
|---|---|
| How will the data be used and subsequently disposed of? [section 5.3] | **Yes** |
| What are the legal limitations to data confidentiality? [section 2.7] | **Yes** |
| Are there any benefits of taking part in the study? [section 3.3] | **No** |
| Are there any risks of taking part in the study? [section 3.2] | **Yes** |
| Confirmation that participants can change their mind at any stage and withdraw from the study [see plain language statement template, appendix 1] | **Yes** |
| How will participants find out what happens with the project? [section 2.9] | **Yes** |
| Contact details for further information [see plain language statement template, appendix 1] | **Yes** |
| | |

If any of these issues are marked NO, please justify their exclusion:

| |
|---|
| There is no personal or financial gain for taking part in the study which leaves there to be no benefit for participants. |

## 7.    INFORMED CONSENT FORM *(Attach to this document. Approx. 300 words, see appendices 2 and 3 for templates.)*

## 8.    ASSENT FORM & PLAIN LANGUAGE STATEMENT FOR CHILDREN *(Attach to this document.)*

Please confirm that <u>all</u> supplementary information is included in your application (in electronic copy). If questionnaire or interview questions are submitted in draft form, please indicate this by putting (draft) after YES. A copy of the final documentation must be submitted for final approval when available.

| My application has been collated as one electronic PDF file which includes the following documentation: | INCLUDED (mark as YES) | NOT APPLICABLE (mark as N/A) |
|---|---|---|
| Recruitment advertisement [consistent with section 2.3] | | N/A |
| Plain language statement/Information Statement [see section 6 and appendix 1] | YES | |
| Informed Consent form [see appendices 2 and 3] | YES | |
| Informed Assent form (children only) | | N/A |

| | | |
|---|---|---|
| Evidence of external approvals related to the research [see sections 1.1 and 2.10] | | **N/A** |
| Questionnaire/Survey | **YES** | |
| Interview/Focus Group Questions | | **N/A** |

## *Appendix 1*

### *DUBLIN CITY UNIVERSITY*

# EXPO +

# Food2Go: Plain Language Statement

**Student(s):** Gideon Amaechi (20364806) & Genesis Uwumangbe (20459666)

**Supervisor:** Darragh O'Brien

**DCU Data Protection Officer:** Mr Martin Ward (data.protection@dcu.ie Ph: 7005118 / 7008257)

**School:** Dublin City University

**Project title:** Expo+

**What is the study about**

In short, it is an online booklet of the DCU project expo with multiple features to enhance the experience of the expo and to improve the accessibility of the projects within it also. This application improves on weakness and complaints that were previously brought about by previous users and takes a very modern approach to these issues by adding the use of an interactive virtual map that comes with a recommendation system to show one projects in which they might be interested in that are similar to the ones in which they have selected for viewing, key features such as a feedback tab are included to help students be able to improve their project in the future if they wish to do so or at the very least to provide them with information about the issues with their project.

**Why the study is being conducted**

The study is being conducted because the previous way of navigating through the DCU expo was outdated and needed to be improved upon.

**What the participant will be expected to do/have to do if they decide to participate in the study**

To be able to use our service a participant is expected to have a computer or a laptop.

**How privacy will be protected**

The details will be stored in a DCU google drive. The admin will be the only person who has access to all the user information.

**How the data be used and subsequently disposed of**

As part of our commitment to transparency and data protection, we would like to provide you with essential information about the handling of your data in the "Expo+" project. The Data Controller for this research is Dublin City University (DCU). Mr. Martin Ward serves as the DCU Data Protection Officer, and he can be reached at data.protection@dcu.ie or by phone at 7005118 / 7008257 for any data protection concerns. The data used for this project will only be used for the duration of the expo taking place on  09/05/2024 and will be deleted upon completion of the expo on 10/05.2024.

## Legal limitations to data confidentiality?

All data entered into the app will be removed and deleted from our database after the research is completed. This research is only for testing purposes. GDPR Rules will be followed according to DCU's standards stated in their private policy.

## Are there any risks of taking part in the study?

There will be no risks.

## Change of mind

Participation in any project is voluntary. If you do not wish to take part you are not obliged to. If you decide to take part and later change your mind, you are free to withdraw from the project at any stage. To do this contact the researchers, all data will be erased and no further data will be collected.

## How will participants find out what happens with the project?

This project will be part of our fourth-year project which will hopefully become a fully functioning application. To hear updates about the application contact us (genesis.uwumangbe2@mail.dcu.ie, gideon.amaechi2@mail.dcu.ie)

## Contact details for further information:

If you would like any further information concerning this project or if you have any problems which may be related to your involvement in the project you can contact the project supervisor Dr. Darragh O'Brien in the School of Computing, Dublin City University, Collins Ave Ext, Whitehall, Dublin 9, by email: darragh.obrien@dcu.ie. If participants have concerns about this study and wish to contact an independent person, please contact The Secretary, Dublin City University Research Ethics Committee, c/o Research and Innovation Support, Dublin City University, Dublin 9. Tel 01-7008000, e-mail rec@dcu.ie

***Appendix 2***

***DUBLIN CITY UNIVERSITY***

# EXPO +

# Informed Consent Form

Title of Research: Expo+

Principal Investigators: Genesis Uwumangbe & Gideon Amaechi

*<u>Participant – please complete the following (Circle Yes or No for each question)</u>*

*I have read the Plain Language Statement (or had it read to me)*
*Yes/No*

*I understand the information provided*

*Yes/No*

*I understand the information provided in relation to data protection*
*Yes/No*

*I have had an opportunity to ask questions and discuss this study*
*Yes/No*

*I have received satisfactory answers to all my questions*
*Yes/No*

*I am aware that my interview will be audiotaped*
*Yes/No*

*I voluntarily agree to participate in this study*
*Yes/No*

*I understand that I may withdraw from this study at any point in time*
*Yes/No*

*I understand that I will be given a copy of this consent form*
*Yes/No*

All information taken from the study will be coded to protect each subject's name. No names or other identifying information will be used when discussing or reporting data. The investigator(s) will safely keep all files and data collected in a DCU google docs file. Once the data has been fully analysed, it will be destroyed.

I have read and understood the information in this form.  The researchers have answered my questions and concerns, and I have a copy of this consent form.  Therefore, I consent to take part in this project

**Participants Signature:** _____

**Name in Block Capitals:** _____

**Witness:**_____

**Date:**_____

To be completed by the Principal Investigator or nominee.

I, the undersigned, have taken the time to fully explain to the above participant the nature and purpose of this study in a way that they could understand. I have explained the risks involved as well as the possible benefits. I have invited them to ask questions on any aspect of the study that concerned them.

**Investigators Signature:** _____

**Name in Block Capitals:** _____

**Date:**_____

## *Appendix 3*

## *DUBLIN CITY UNIVERSITY*

### <u>Anonymous Online Consent Form Template</u>

Title of Research: Expo+

University: DCU

Supervisor: [Darragh O'Brien](#)

Students: Genesis Uwumangbe & Gideon Amaechi

<u>*Participant – please complete the following (by clicking Yes/No for each question)*</u>

I have read the Plain Language Statement (or had it read to me) *

○ Yes
○ No

I understand the information provided *

○ Yes
○ No

I have had an opportunity to ask questions and discuss this study *

○ Yes
○ No

I understand the information provided in relation to data protection *

○ Yes
○ No

I have received satisfactory answers to all my questions *

○ Yes
○ No

I understand I may withdraw from the Research Study at any point *

○ Yes
○ No

I have read and understand the arrangements to be made to protect confidentiality of data, including that confidentiality of information provided is subject to legal limitations *

○ Yes
○ No

I have read and understand confirmations relating to any other relevant information as indicated in the PLS *

○ Yes
○ No

I consent to participate in this research study *

○ Yes
○ No

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Is this your first time at the DCU Expo? *

○ Yes
○ No

Do you find it difficult using the map provided in the Expo booklet? *

○ Yes
○ No
○ Sometimes

Do you attend projects that only serve your interests or do you find an interest in all projects regardless of the topic? *

○ My own interests only
○ All projects

Would you find a virtual map to be a more effective way of navigation during the Expo? *

○ Yes
○ No

What personal improvements do you think should be made to improve the Expo booklet? *

Your answer

Submit                                                          Clear form