**Dublin City University**
**School of Computing**

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

**Please read the following information carefully before completing and submitting your application.**

**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 one electronic file only, in PDF format,** 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 must not commence until approval has been received from the School Research Ethics Committee.**

| | |
|---|---|
| **PROJECT TITLE** | MyTrip |
| **PRINCIPAL INVESTIGATOR(S)**<br>*The Principal Investigator is the project supervisor*<br>*and s/he has primary responsibility for the project* | Gareth Jones |
| **START AND END DATE** | 07/01/22 - 22/04/22 |
| **STUDENT NAME(S), COURSE AND YEAR (E.G. EC4)** | Alex O'Neill and James Fallon |
| **LEVEL OF RISK**<br>*Please confirm that this project requires notification*<br>*only* | Notification only: YES |

## 1. ADMINISTRATIVE DETAILS

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

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

**If NO, state details of the off-campus location – provide details of the approval to gain access to that location in section 2.7.**

Due to the global pandemic, not all users will be present in person. If a participant is not available in person, the user testing will be undertaken from our homes via the internet. Both myself and James will join a zoom call where we will interact users what to do. If the user is available in person, we will do the same but on campus if it is possible.

## 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 approve 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: Gareth Jones*
*Print Name(s) here Gareth Jones*

*Date: 29/03/22*

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

*Student(s) signature(s): James Fallon, Alex O'Neill*

*Print Name(s) here: James Fallon, Alex O'Neill*

*Date: 29/03/22*

## 2. PROJECT OUTLINE

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

*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.*

MyTrip is a web based application (accessible through any web browser such as google chrome, Microsoft edge, etc.) that allows users to have a stress free trip. The application learns the users interests and uses this information to make insightful and accurate recommendations based on the location and duration of the users trip. Participants will be required to use and all features of the application such as create account, log in, tell us a little bit about themselves, viewing the many tips of recommendations and interacting with the recommendations.

The aim and justification of the research behind this project is to provide accurate and useful recommendation using a wide range of tools that machine learning can provide. The background research consists of collaborative based filtering, content based filtering, natural language processing among other technologies to improve the accuracy of our recommendation machine. The benefits that a well functioning application will provide is a large amount of user time saved as instead of searching for activities that suit their preferences, the user will automatically be presented with items for them to enjoy.

**2.2 PARTICIPANT PROFILE**

*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.*

The sample size needed to test the functionality and user interface of the application is between 1015. Our desired age range is between 20-40, as this demographic are the type to Tavel and seek help from an application to enhance their trip. The participants will be friends and family of the developers and classmates.

**2.3 PARTICIPANT RECRUITMENT**

*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 mailing or phoning people, please explain how you have obtained their names and contact details. If a recruitment advertisement (e.g. through social media, if so include the text at the end of the form) is to be used, please ensure you attach a copy to this application (Approx. 100 words).*

We will inform participants by sending them a text on our class group chat or texting our friends on WhatsApp. We will ask them if they are willing the participate through these platforms. We have attained their names and contact details from knowing our friends and through the class group chat we can message individual people.

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

*Are some or all participants vulnerable in any way? (e.g by virtue of the group they belong to, people who have undergone traumatic or adverse emotional events, people with diminished cognitive ability, power relations between students and participants etc.)?*

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

*If Yes, please state and describe what this vulnerability (or vulnerabilities) is and justify why this research is being done with such participants*

**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*

We will provide dummy data for our users to login with, e.g

Name: user01
Email: user01@gmail.com
Password: 1234

**2.7 LEGAL LIMITATIONS TO DATA CONFIDENTIALITY**

*Participants need to be made aware that confidentiality of information provided cannot always be guaranteed by researchers and can only be protected within the limitations of the law - i.e., it is possible for data to be subject to subpoena, freedom of information claim or mandated reporting by some professions.* ***This information should be included in your Plain Language Statement and Informed Consent Form.*** *Depending on the project proposal and academic discipline, you may need to state additional specific limitations.*

State how and where participants will be informed of these limitations

When participants are recruited, they will be informed in the text. They will also be informed in the plain language statement and in the consent form.

**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.*

We will inform participants by sending them a text on our class group chat or texting our friends on WhatsApp. We will ask them if they are willing the participate through these platforms. We have attained their names and contact details from knowing our friends and through the class group chat we can message individual people.

**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 | |
| We confirm that we have put in place safeguards for the children participating in the project | |
| 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) | |

**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*?***

Alex O'Neill and James Fallon will analyse and disseminate the results. The users will not be provided with the outcomes of the project.

**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*

There is 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 participant and risk management procedures.

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

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

If YES, provide details

### 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 |
| --- |
| **NO** |

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

### 3.5 DEALING WITH ADVERSE/UNEXPECTED OUTCOMES

*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.*

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

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

### 3.6 SUPPORT FOR PARTICIPANTS

*Depending on risks to participants you may need to consider having additional support for participants during/after the study. Consider whether your project would require additional support, e.g., external counselling available to participants. Please advise what support will be available.*

No support will be needed.

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

*Please explain how the principal investigator will monitor the conduct of the project (especially where several people are involved in recruiting or interviewing, administering procedures, etc.) to ensure that it conforms with the procedures set out in this application. In the case of student projects please give details of how the supervisor(s) will monitor the conduct of the project.*

We will use regular meetings with our supervisor to keep them involved in the process

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

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

If YES, please provide further details

### 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 fully and completely anonymous 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?**<br>***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?**<br>***Rationale – to be personal data it must be possible to associate it with an identified, or an identifiable, living person.*** | **YES or NO** | **NO** |
| **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.**<br>***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** | **NO** |

**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)** | | |
| | ***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 children or vulnerable individuals?**<br><br>**<u>personal data</u> relating to**<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** | **personal data?**<br><br>**Will the proposed research involve any form of <u>automated processing</u> of**<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 3rd party outside of DCU?**<br>***For example, other research partners, providers of translation or transcription services, etc.***<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>***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>***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) You should consult with your Supervisor / Principal Investigator to who 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>If 'Yes,' please indicate which will be used in your project **(tick all that apply):** | **YES or 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?<br>*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 longlasting 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?<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** |
| **9** | Does your project include any partners which are third parties outside of DCU?<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)**<br><br>**10 (b)** | Does your project involve the sharing or processing of Personal Data outside the EU or the EEA?<br>*i.e. the EEA is the European Economic Area (the EU plus Norway, Liechtenstein and Iceland)*<br><br>If 'Yes', please state which non-EU or EEA country is involved: | **YES or NO** | **NO** |
| **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>*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 |
| --- |
| **NO** |

If YES, please explain below the methods by which you intend to anonymise/pseudonymise the personal data:

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

*For the purpose of this section the term 'Data' includes personal data that is in a raw or a processed state (e.g. interview audiotape transcript or analysis, etc.). The term 'Samples' include body fluids and/or tissue samples.*

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

*DCU recommends that any data stored electronically offsite should utilise the DCU Google Drive. Alternative offsite storage will need to be justified and must meet data protection and GDPR compliance requirements.*

The data will be gathered through an online form. This form will store the anonymised data.

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

*If people other than the main researchers have access, please name who they are and explain for what purpose.*

Researchers and (on request) examiners

**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.*

Data will be stored until after promulgation of results or until supervisor indicates that they may be disposed of.

**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.*

| |
|---|
| |

**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?** | The data will be anonymised but after the project is graded, the data will be deleted. We will remove the dummy user profiles from our database. |
| 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. | |
| **By whom will the data/samples be disposed?**<br>Please indicate the designated team member(s) with responsibility for deletion and/or destruction of the research project's personal data. | It will be deleted by James Fallon and Alex O' Neill. |

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

*A Plain Language Statement (PLS) should be used in all cases. This is written information in plain language that you will be providing to participants, outlining the nature of their involvement in the project and inviting their participation. The PLS should specifically describe what will be expected of participants, the risks and inconveniences for them, and other information relevant to their involvement. Please note that the language used must reflect the participant age group and corresponding comprehension level– if your participants have different comprehension levels (e.g. both adults and children) then separate forms should be prepared for each group. The PLS can be embedded in an email to which an online survey is attached, or handed/sent to individuals in advance of their consent being sought. See link to sample templates on the website:* ***https://www.dcu.ie/researchsupport/ethicsapproval.shtml***

**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] | **YES** |
| 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:

| |
|---|
| |

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

*In most cases where interviews or focus groups are taking place, an Informed Consent Form is required. This is an important document requiring participants to indicate their consent to participate in the study and give their signature. In cases where an anonymous questionnaire is being used, it is not enough to include a tick box in the questionnaire. Participants should indicate their consent to each aspect of the research in a staged manner by checking mandatory checkboxes.*

*See link to sample templates on the website:* ***https://www.dcu.ie/researchsupport/ethicsapproval.shtml***

**NB – IF AN INFORMED CONSENT FORM IS NOT BEING USED, THE REASON FOR THIS MUST BE JUSTIFIED HERE.**

| |
|---|
| |

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

*A child specific Plain Language Statement (PLS) should be used in project where children will be involved. The PLS must be written in a way that is understandable for children within your targeted age group. It also must state, in plain language, the nature of their involvement in the project and inviting their participation. The PLS should specifically describe what will be expected of participants, the risks and inconveniences for them, and other information relevant to their involvement. In addition, child participants should also be provided with an Assent Form. Parents/guardians will be provided with the Informed Consent Form, but each child should provide assent before taking part in the project. The Assent Form needs to be understandable to the age-group you are targeting. See link to sample templates on the website: https://www.dcu.ie/researchsupport/researchethics.shtml*

**NB – IF AN ASSENT FORM IS NOT BEING USED, THE REASON FOR THIS MUST BE JUSTIFIED HERE.**

| |
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| |

## 9. SUBMISSION CHECKLIST *(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) | | |
| Evidence of external approvals related to the research [see sections 1.1 and 2.10] | **YES** | |
| Questionnaire/Survey | **YES** | |
| Interview/Focus Group Questions | | **NO** |

***Appendix 1***

# PLAIN LANGUAGE STATEMENT AND CONSENT FORM

TO: Participant

Date: 26th March 2022
Full Project Title: MyTrip
Principal Researcher: Gareth Jones
Student Researcher: James Fallon and Alex O Neill

**1. Your Consent**

This form contains detailed information about the project. This is provided to you so an informed decision can be made whether you would like to take part of not. This statement must be read carefully and fully understood before a decision is made regarding participation in the project.

Any questions regarding the project can be forwarded onto any of the researchers mentioned above. Participation will only be accepted upon completion of this form, with a full understanding.

**2. Purpose and Background**

This project has a focus on the organisation of events to bring people together. This will be determined on common interests among users that the user will input manually.

A small group of users will be chosen to use the application to find strengths but most importantly faults. The resulting data will be used to improve the application in later

development. The data will be anonymous and not linked to anyone's personal details. The data will only be used for the purpose of improving the application system.

**3. Procedures**

If the participant has chosen to partake in the testing of the application, they may be asked to sign a consent form regarding their data.

Once this is completed the Goal of the testing will be to get critical feedback from the users on their experience. The user may be asked to create an account, create an event, add or remove a friend. They may also be asked to customise their own profile.

After the user has had sufficient time with the system, they will then be presented with a series of questions, regarding their experience. This may ask questions such as level of difficulty when using the system, thoughts on the user interface and other similarly styles questions.

To participate in this testing you must be above 18 years old.

Participants will not be provided with any information as to the findings of the outcomes of the project.

**5. Possible Benefits**

Possible benefits of the testing would include the opportunity to see the inner working of an application in early development and not yet released. Participants may leave with a better understanding and appreciation for the development of software.

**6. Possible Risks**

There should be no physical or mental risk when participating in testing protocols. If the user feels at harm at anytime in their involvement they may leave. Help will be provided by contacting any researcher stated above.

**7. Privacy, Confidentiality, and Disclosure of Information.**

User data will be anonymous. A user ID will be used to associate your user data in one place, mainly the database. No personal information will be needed for testing purposes.

User data will never leave the system. The data provided will only be used for the required and stated purposes. The storage system will be a database that will only be accessible by administrators on local machines that are password protected on multiple levels.

The data will only be used for the duration of the projects creation, then destroyed in an appropriate manner once the project has been completed. This will include deletion of data and then deletion of database to ensure the data can not be retrieved for any purpose.

Data will be used to prove testing was conducted, but personal information will not be gathered and therefore not be used.

Confidentiality of information provided cannot always be guaranteed by researchers and can only be protected within the limitations of the law -i.e., it is possible for data to be subject to subpoena, freedom of information claim or mandated reporting by some professions.

**9. Participation is Voluntary**

Participation in this testing is voluntary. Receipt of this plain language statement does not mean intended participation. If at any point during the testing you wish to stop taking part please contact one of the researchers mentioned and the information you have provided will be destroyed. **11. Complaints**

Any questions or unconventional feedback may be forwarded on to the supervisor of the project.

Gareth Jones, Gareth.jones@mail.dcu.ie Please mention project MyTrip

***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*

# Informed Consent Form

**Study Title:** MyTrip

**Principle Investigator:** Gareth Jones

**Additional Investigators:** James Fallon and Alex O'Neill

**Affiliation:** Dublin City University

**Clarification of the purpose of the study**

Participants will test our project and gather information as to what works and what does not work. No personal data will be gathered.

**Confirmation of particular requirements as highlighted in the Plain Language Statement**

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

**Confirmation that involvement in the Study is voluntary**

If you decide to participate in this study, you may withdraw from your participation at any time.

**Confirmation of arrangements to be made to protect confidentiality of data, including that confidentiality of information provided is subject to legal limitations**

All data used will be anonymised by using “dummy” data.

**Confirmation of arrangements regarding retention/disposal of data**

The data provided will only be stored until the project is complete. Once completed, this data will be permanently deleted.

**Signature:**

I have read and understood the information in this form. My questions and concerns have been answered by the researchers, 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:**

**Appendix 3**
**Anonymous Online Consent Form**

# MyTrip user testing

Consent Form

*Required

## Informed Consent Form

Study Title: MyTrip

Principle Investigator: Gareth Jones

Additional Investigators: James Fallon and Alex O'Neill

Affiliation: Dublin City University

Clarification of the purpose of the study:

Participants will test our project and gather information as to what works and what does not work. No personal data will be gathered.

Confirmation that involvement in the Study is voluntary:

If you decide to participate in this study, you may withdraw from your participation at any time.

Confirmation of arrangements to be made to protect confidentiality of data, including that confidentiality of information provided is subject to legal limitations:

All data used will be anonymized by using "dummy" data.

Confirmation of arrangements regarding retention/disposal of data:

The data provided will only be stored until the project is complete. Once completed, this data will be permanently deleted.

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

*Mark only one oval.*

- ◯ Yes
- ◯ No

2. I understand the information provided *

*Mark only one oval.*

- [ ] Yes
- [ ] No

3. I understand the information provided in relation to data protection *

*Mark only one oval.*

- [ ] Yes
- [ ] No

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

*Mark only one oval.*

- [ ] Yes
- [ ] No

Signature: I have read and understood the information in this form. My questions and concer have been answered by the researchers, and I have a copy of this consent form. Therefore, I consent to take part in this project

5. Participants Signature: *

_____

6. Date *

_____

*Example: 7 January 2019*

Untitled section

7. What device did you use to view the app?

*Tick all that apply.*

- [ ] Phone
- [ ] Laptop
- [ ] Desktop
- [ ] Tablet

8. How difficult was it to create an account and login to our app? *

*Mark only one oval.*

- ◯ Easy
- ◯ Not too difficult
- ◯ Difficult
- ◯ Very difficult

9. Once logged in, did you get to create your profile *

*Mark only one oval.*

- ◯ Yes
- ◯ No

10. Did this profile creator give you enough options to describe your interests *

*Mark only one oval.*

- ◯ Yes
- ◯ No

11. Could this have been done better?

*Mark only one oval.*

- ◯ Yes
- ◯ No

12. If yes, what would you have liked to include in your profile? *

13. When creating your profile, did the app also allow you to rate some activities/restaurants/places of interests on a scale of 1 - 5

*Mark only one oval.*

- Yes
- No

14. When you finished creating your profile, were you redirected to the home page of the app *

*Mark only one oval.*

- Yes
- No

15. Were you able to create a trip from the home page? *

*Mark only one oval.*

- Yes
- No

16. Did this allow you to create a trip in London? *

*Mark only one oval.*

- Yes
- No

17. When you created your trip, were you displayed with a list of recommendations related to the interests in your profile or any activities, attractions or restaurants you rated highly (Greater than or equal to 3)? *

*Mark only one oval.*

- Yes
- No

18. When you clicked into these recommendations, did they provide more details relevant to the activity/attraction/restaurant? *

*Mark only one oval.*

- Yes
- No

19. Were you able to rate the activity/attraction/restaurant on a scale of 1-5 to express your interest in this particular recommendation? *

*Mark only one oval.*

- Yes
- No

20. Could you write a review for this particular attraction? *

*Mark only one oval.*

- Yes
- No

21. When you reviewed an activity, did the percentage rating associated with the activity change? *

*Mark only one oval.*

- Yes
- No

22. Did you notice an increase, decrease or did the rating not change at all? *

*Mark only one oval.*

- Increase
- Decrease
- No change
- Didn't notice any change

23. How would you describe the review you wrote *

*Mark only one oval.*

- Positive
- Negative
- Neutral

24. An increase in the activity rating indicates our app predicted a positive review, while a decrease indicates a negative review. Did our app predict the sentiment correctly? * *Mark only one oval.*

- Yes
- No

25. If you reviewed more than one activity/attraction/restaurant while using our app, how ofte did our app predict the correct sentiment? *

*Mark only one oval.*

- Every time
- Very often
- sometimes
- Not very often
- Never

26. If you rated an activity/attraction/restaurant highly (between 4 and 5), indicating you are really interested in that type of activity, did the app recommend similar activities to that particular one? *

*Mark only one oval.*

- Yes
- No

27. If you rated an activity/attraction/restaurant quite low (between 1 and 2), indicating you aren't really interested in that type of activity, did the app continue to recommend you thi type of activity? *

*Mark only one oval.*

- Yes
- No

28. Do you think this app would be useful if it were fully developed?

*Mark only one oval.*

- Yes
- No

29. Was the app fun to use? Would you use this app if it were fully developed? *

30. What features would you like to see in this app?

31. Did you have a pleasant experience with the design? Please give some words that best describe why you have a positive/negative experience.

32. "A goal of this application is to be responsive". This means that it adapts well to all screen sizes, from desktop to mobile. Do you believe this goal was accomplished?

*Mark only one oval.*

- ◯ Strongly agree
- ◯ Somewhat agree
- ◯ Neutral
- ◯ Somewhat disagree
- ◯ Strongly disagree