Dublin City University
School of Computing

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

PROJECT TITLE	GymNow
PRINCIPAL INVESTIGATOR(S) ==The Principal Investigator is the project supervisor and s/he has primary responsibility for the project.==	Cathal Gurrin
START AND END DATE	8th October 2020 – May 2021
STUDENT NAME(S), COURSE AND YEAR (E.G. EC4)	Adrian Lackey, EC4, Luke Attride, EC4
LEVEL OF RISK ==Please confirm that this project requires notification only==	Notification Only

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.

> We hope after COVID lockdown ends we will be able to contact gyms and request to have an interview on their premise.

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: Cathal Gurrin

Print Name(s) here: Cathal Gurrin

Date: 21/11/2020

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

Student(s) signature(s): Adrian Lackey Luke Attride

Print Name(s) here: Adrian Lackey Luke Attride

Date: 21/11/2020

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.

GymNow project idea is to introduce an app for gym customers that will allow them to see, compare and book gym day passes in their area. Alternately users can purchase a membership which we allow them to go to all partner gyms with GymNow. Participants will be required to give feedback through interviews and answer anonymous surveys about our idea and their gym routine and habits.

2.2 PARTICIPANT PROFILE

Participant group 1 will consist of Gym owners and staff. We hope to get in contact with 20 gym owners and staff. Age Ranging 18-55, we believe 20 will give us enough feedback to understand gym owner's pain and this could help their everyday life, if our app is feasible and would they be interested. Realistically due to COVID and gyms being closed trying to get in contact and interview more than 20 may be a massive challenge. Participant Group 2 will consist of fellow students, fellow employees and fellow sport team members and coaches. 100-200 participants will be given a survey with ages ranging from 18-50. We believe this is a fair sample size to analyse the data from the survey and make assumptions based on this. Any less we believe would result in a poor analysis of our target market.

2.3 PARTICIPANT RECRUITMENT

For Participants for our survey, we will simply state this is a questionnaire for our Final year project and if they would take 2 minutes to fill out the form we would be very grateful. As for gym owners, we will look up small franchised gyms around Dublin and our local county on google get an email and phone number and proceed to get into contact asking for a quick interview for a final year DCU project.

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 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

> No name, age or gender will be requested from the questionnaire; the data from the questionnaires will be placed into graphs and analysed; no one response will be taken and analysed only the collective data. As our gym owners will only be taken feedback from the interviews to base potential pivots and changes to our business model no data will be recorded or analysed.

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

> During the calls we have with participants we will state how we won't be keeping any of their personal data only their feedback and explain how this data may still be subject to subpoena and freedom of information claim but all this is incredibly unlikely for our project.

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.

> Fellow teammates, students and workmates will be asked if they wouldn't mind filling out a final year form, Gym Owners will be researched online finding their contact us details and get in contact through these details.

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	N/a

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?

> The results of the surveys were graphed, analysed and reported to a market analysis document which will be submitted to Graham Heally our Final year project examiner.

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. 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*

> The stated level of risk is notification only, We are not maintaining any personal data from our questionnaires and our participants are staying anonymous in this study and the data is only available to the investigators and supervisor on a google drive.

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 very little to no potential physical, physiological, social, legal and economic risks for any participants, as we are only recording gym preferences and usage rates I.e how many times you go to the gym.
> No personal data is involved.

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
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 plan to discuss and come up with a plan with our supervisor in the incident of unexpected outcomes on participants.

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.

We do not believe our project requires additional support

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.

Our supervisor will have access to our project logs and weekly meetings to discuss our project we will request a review on our conduct.

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

Version modified from DCU REC for use by School of Computing, September 2020 Page 8

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

What does "Personal Data" mean?

Personal data is any information about a living person, where that person is identified or could be identified, either from the data itself or when it is combined with other data.

Personal Data is defined in Article 4(1) of the GDPR and can include, but is not limited to the following: hard-copy information (e.g. files, records); electronic information (e.g. databases, online survey returns); written information; consent declarations, interview notes, still or moving images; audio & visual recordings; IP addresses; an individual's handwriting; clinical or medical data; diagnostic or other clinical imaging; etc.

Further information is available from the DCU Data Protection Unit

4.1 ASSESSING DATA PROTECTION RISKS & REQUIREMENTS

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.

	A. Applicant Data Protection Assessment Questionnaire – Part I		
1	Does your project include living human subjects?	**YES or NO**	**YES**
2	Does your project include the use of any information (i.e. 'Personal Data') relating to an identified, or identifiable, person?	**YES or NO**	**NO**

3	Does your project include the use of identifiers such as: a name, an identification number, location data, an online identifier, or other similar identifiers?	**YES or NO**	**YES**
4	Does your project include the use of Personal Data specific to the physical, physiological, genetic, mental, economic, cultural or social identity of any living individual?	**YES or NO**	**YES**

If you answered 'Yes' to one or more of Questions 1-4 above, please continue to Part II below (otherwise proceed to the next section of this form). You should also consult with your Supervisor / Principal Investigator to ensure adequate Data Protection compliance measures are in place.

	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? 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**	**….**
	political opinions	**YES or NO**	**….**
	religious or philosophical beliefs	**YES or NO**	**….**
	trade union membership	**YES or NO**	**….**
	genetic data	**YES or NO**	**….**
	biometric data	**YES or NO**	**….**
	data concerning health		

		YES or NO	....
	data concerning a natural person's sex life or sexual orientation	YES or NO	....
	Does your project include the use of Personal Data relating to minors or vulnerable individuals? *(See **Note 1**, below)*	YES or NO	NO
5(b)			
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? *e.g. Research partners, third party software providers or other providers such as translation or transcription services, etc.*	YES or NO	YES

		YES or NO	NO
10 (a)	Does your project involve the sharing or processing of Personal Data outside the EU or the EEA? *i.e. the EEA is the European Economic Area (the EU plus Norway, Liechtenstein and Iceland)*		
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? *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 date/samples from our surveys were stored on DCU google drive associated with our student email

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.

Only the two members involved in the group will have direct access to the data/samples, but as we used some graphs from the surveys in our project assignments, the reviewers of these assignments will be able to view the graphs but this is all just for academic purposes

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 resit Pab for the current academic year.

The data is to be held or retained until the end of the academic year May 2021

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? 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.	The questionnaire and resulting google sheet will be removed from our google drive's.
By whom will the data/samples be disposed of? Please indicate the designated team member(s) with responsibility for deletion and/or destruction of the research project's personal data.	Both Project members with supervisor supervision.

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.

As the set of participants have been picked from our fellow DCU 4th year students, workmates and senior football team members no participants under the age of 18 will partake in our study.

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)		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	**Yes**	

DUBLIN CITY UNIVERSITY
Plain Language Statement

Introduction to the Study
We are creating a fitness & health application called GymNow as part of our fourth year project for Enterprise Computing. Our application is a platform where gym owners can display their gyms and customers have the ability to search for a location or given their current location, book an available slot at their gym for a one-time fee. The school of computing was the university department involved. The students involved were Luke Attride & Adrian Lackey and our supervisor was Cathal Gurrin.

Data Protection/Privacy Notice (Personal Data – GDPR Compliance)
An appropriate Privacy Notice is the means by which data subjects are informed about the use of their data. If personal data is being collected and processed, please refer to https://www.dcu.ie/ocoo/dp/guides.shtml for advice and include the following information in the PLS:

- *The identity of the Data Controller/Joint Data Controller- Dublin City University*
- *The identity of the DCU Data Protection Officer – Mr. Martin Ward (data.protection@dcu.ie Ph: 7005118 / 7008257)*
- *The purpose of the data processing: The reason(s) for which the data will be processed or held ●*
The categories or types of personal data to be processed
- *The details of any third parties (i.e. data processors) with whom the data will be shared or transferred, and the reasons for sharing*
- *The details of any external (i.e. non-DCU) parties with whom the data will be shared or transferred, and the reasons for sharing*
- *Where relevant, details of any intention to transfer the data to other countries, especially if outside of the EEA (European Economic Area), and the basis for such transfers*
- *The retention period, or the criteria used to determine retention periods*
- *The right of the individual to lodge a complaint with the Irish Data Protection Commission ● Information on the rights of the data subject - Individuals' have the right to access their own personal data and PLS should inform them how to do this and who to contact (DCU Data Protection Unit). ● Information on their rights to withdraw consent and who to contact to withdraw consent. In some cases it may be possible for participants to withdraw their consent to the use of their data ● If it is intended that the data be used for future studies, you must specify the general parameters of the future further project uses to which the participant's project data may be put.*
- *In cases where personal data will later be anonymized (e.g. for statistical or aggregated data), it is best practice to describe this, so that the participant is fully informed.*

Advice as to whether or not data is to be destroyed after a minimum period
The data is to be destroyed in May 2021 at the end of the academic year

Details of what participant involvement in the Study will require
Involvement in interviews; completion of questionnaire; **Potential risks to participants from involvement in the Study (if greater than that encountered in everyday life)**
There is very little to no potential physical, physiological, social, legal and economic risks for any participants, as we are only recording gym preferences and usage rates I.e how many times you go to the gym.
No personal data is involved.

Any benefits (direct or indirect) to participants from involvement in the Study

Participants will gain no benefit from partaking in our study directly or indirectly.

Advice as to arrangements to be made to protect confidentiality of data, including that confidentiality of information provided is subject to legal limitations
Participants need to be made aware that confidentiality of information provided cannot always be guaranteed by researchers – please include the following statement:
"Confidentiality of information 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".
Depending on the project proposal and academic discipline, you may need to state additional specific limitations.

Statement that involvement in the Study is voluntary
Involvement in the study is voluntary, participants may withdraw from the Study at any point. After clicking submit participants will have completed their involvement in the study and can then close the questionnaire.withdrawing consent may mean that no future data collection will take place but previously collected data will still be processed.

Any other relevant information – e.g.

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

Informed Consent Form

Study Title
This project is carried out by Final year students in Enterprise Computing at School of Engineering and Computing in Dublin City University.

Principal Investigators: Luke Attride (luke.attride2@mail.dcu.ie) & Adrian Lackey (adrian.lackey2@mail.dcu.ie)

Supervisor: Cathal Gurrin (Cathal.Gurrin@dcu.ie)

Purpose of the study
The purpose of this study is to design an application/website as part of our Final year project in Enterprise Computing. Our website gives users the ability to compare and search for gyms or classes in their area or an area they choose. Users can then choose to utilize any of the gyms displayed on our platform for a one-time fee or use their membership.

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
I have received satisfactory answers to all my questions	Yes/No
I am aware that my interview will be audiotaped	Yes/No

Confirmation that involvement in the Study is voluntary
I understand that I may withdraw from this process at any time and any of my data collected will be deleted immediately

Confirmation of arrangements to be made to protect confidentiality of data

I understand that data collected as part of this project study purpose will be seen only by the two investigators (Luke & Adrian), our project supervisor (Cathal Gurrin) and of course the project examiner (Graham Heally etc.). I understand that all data will be deleted once the project has concluded. Additionally all participants will remain anonymous throughout this studies' process.

Confirmation of arrangements regarding retention/disposal of data

I understand that upon conclusion of this project that all the participants' data will be 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: _____

Example Interview Questions:

1. **Do you think this is a viable business idea that could be integrated with your business.**
2. **Does your business currently utilize an online booking system or do you feel you could benefit from the use of one.**
3. **Do you find it hard to retain members when competing against the larger franchise gyms.**
4. **What are some of the biggest day to day struggles or pains for the operation of your business.**

Appendix 3
Anonymous Online Consent Form

Study Title
GymNow Market Analysis
School Of Computing, Cathal Gurrin, Adrian Lackey and Luke Attride
Clarification of the purpose of the study
To understand the general adult usage, preferences and price range of gyms in Ireland
The purpose of this
To base our business model on this pref
Confirmation of particular requirements as highlighted in the Plain Language Statement
Getting the participant to acknowledge requirements is mandatory, Participants should not be able to access the survey until they have agreed to all items and indicated their consent.

Example:

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

Anonymous Online Consent form

*Required

I have read the Plain Language Statement *

○ Yes
○ No

I understand the information provided *

○ Yes
○ No

I understand the arrangements made to protect confidentially of data *

○ Yes
○ No

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

○ Yes
○ No

I consent to patriciate in this research study *

○ Yes
○ No

Example Survey Questions

Have you now or previously owned a gym membership *
If No skip to Submit

- ( ) Yes
- ( ) No

How times a week do you go to the gym

- ( ) 0
- ( ) 1
- ( ) 2
- ( ) 3
- ( ) 4
- ( ) 5
- ( ) 6

How Much do you pay for your membership
Please state if monthly or annually

Your answer

How happy with your current gym?

	1	2	3	4	5	
Very Unhappy	( )	( )	( )	( )	( )	Very Satisfied

Do you want to try a new gym

- ( ) Yes
- ( ) No
- ( ) Maybe

Would you try new gym's if there was no extra cost on your membership

- ( ) Yes
- ( ) No
- ( ) Maybe

How often do you change Gyms

- ( ) Every Year
- ( ) Every 2 years
- ( ) Every 3-5 Years
- ( ) Never

How often have you visited a gym without membership

- ( ) Once - twice a year
- ( ) 3 - 5 times a year
- ( ) Never
- ( ) Other: _____

Submit