

## **APPENDIX 1 - SECURITY SENSITIVE RESEARCH REGISTRATION FORM FOR TAUGHT MODULES**

**Purpose:**

If students will be accessing any security sensitive research material (as defined in section 1 below) as part of activity which falls within the learning aims and objectives of a taught module, this form should be completed by the module leader and submitted to the Research Governance Office for registration prior to commencement of the activity, in accordance with the Security Sensitive Research [Policy](#) and [Procedure](#).

Please note that where students are conducting individual research projects in which the activity does not fall within the learning aims and objectives of the course but is instead a stand-alone research project for which each student has their own specific aims and objectives, then an individual Security Sensitive Research registration must be submitted by each student.

Additional guidance can be sought by contacting the Research Governance Office ([rgo@kcl.ac.uk](mailto:rgo@kcl.ac.uk)).

<b>SECTION 1</b>		
<b>Security sensitive research checklist</b>		
	Yes	No
1. Does the research involve the access, collection and/or analysis of terrorist materials that fall under the <a href="#">Terrorism Act 2006</a> or <a href="#">Counter Terrorism and Security Act 2015</a> , or interactions with members of <a href="#">Proscribed Terrorist Groups or Organisations</a> ?	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the research involve the access, collection and/or analysis of extremist* materials, or interactions with members of extremist* groups?	<input type="checkbox"/>	<input type="checkbox"/>

\* Extremism is defined as the promotion or advancement of an ideology based on violence, hatred or intolerance, that aims to: 1) Negate or despoil rights or freedoms, 2) Undermine, overturn or replace liberal democracy, 3) Enable the spread of extremism. Further guidance can be found on: [extremism \(2024\) - GOV.UK \(www.gov.uk\)](#)

**If the answer in section 1 is 'no':**

Completion of the further sections of this form is not required and this form does not need to be submitted. Module convenors should however ensure that any additional requirements (such as obtaining taught module ethical clearance, risk assessment and/or registration on KDR) are completed before data collection commences.

**If the answer in section 1 is 'yes':**

Answering 'yes' requires the activity to be registered on the King's Security Sensitive Research Register. The remaining sections of this form should be completed and submitted to the Research Governance Office.

<b>Section 2 – Module Details</b>		
Name of module leader:		
KCL email address of module leader:		
Department:		
Module title and code:		
Level of module:	<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Postgraduate
Module summary:	<p><i>Please briefly describe the nature of the module and the specific learning objectives for students completing the module.</i></p>	
I confirm that I will maintain an accurate record of all students who will be accessing the security sensitive material outlined above for the purpose of fulfilling the module learning aims.		
I understand that in the event of an investigation by the police or other law enforcement agencies I may be required to verify names of students accessing security sensitive material for the purpose of fulfilling the module learning aims.		

<b>Section 3 – Security sensitive materials and topics</b>	
Describe the nature of the security sensitive material students will access as part of the module and for what learning purpose?	<p><i>This section should elaborate on the option(s) selected in the filter questions (part 1) of this form.</i></p>
Outline any relevant training or support that will be provided to students prior to and during access of security sensitive material.	
Outline how you will mitigate any potential for security sensitive material to cause harm to the mental health and wellbeing of students.	

<b>Part 4 – Data access, handling, and storage</b>	
All material should be stored in a storage solution with restricted access that has been approved for use by King's IT.	

<p>Before completing the following section, you are advised to raise a ticket with the King's IT Assurance (<a href="https://kcl-dwp.onbmc.com/dwp/app/#/itemprofile/5614">https://kcl-dwp.onbmc.com/dwp/app/#/itemprofile/5614</a>) to determine the most appropriate storage solution for the security sensitive material.</p>	
How will security sensitive material be collected and where will it be stored during the module?	<i>Will material be accessed/stored in a single location on KCL premises or will it be accessed remotely by students? If accessed remotely, what additional safeguards will be put in place by the module leader? Please also specify any relevant storage location/s agreed with IT, such as a sharepoint folder address.</i>
How will the module leader manage students' access to sensitive materials during the module?	<i>It should be clear how the module leader will ensure that access to such materials is appropriately controlled and only accessible by students for the duration of teaching and assessment on the module.</i>
Does analysis of the material require students to either download or transmit any security sensitive material?	<i>It is strongly advised that students are not asked to download or transmit any security sensitive material on any personal devices. However, if this is required, the module leader should provide a strong justification and outline any additional safeguards that will be put in place.</i>
How will the module leader ensure that students will only access the security sensitive material for the period required to fulfil the learning objectives and that any material is appropriately deleted when no longer used?	<i>How you will ensure that all security sensitive material is securely destroyed when no longer needed? What safeguard measures that will be put in place to ensure that students can no longer access the material once they no longer need to for the purposes of the module?</i>

<b>Part 5 – Declaration</b>	<b>Tick Box</b>
I confirm that the activity outlined above has been agreed by my Head of Department to be appropriate to fulfil the learning aims and objectives of this module and I will complete a department risk assessment if required by my department.	
I confirm that I will ensure that all required safety measures, relevant to the module, will be employed and the students will agree to follow these safety measures prior to commencement.	
<b>Module Leader Signature:</b>	<b>Date:</b>