Dublin City University
School of Computing

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

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PROJECT TITLE	Job Posting and Resume Analyzer
PRINCIPAL INVESTIGATOR(S) _The Principal Investigator is the project supervisor and s/he has primary responsibility for the project._	Michael Scriney
START AND END DATE	11/21 – 04/22
STUDENT NAME(S), COURSE AND YEAR (E.G. EC4)	Darragh McGonigle, CASE4 Stephen McAleese, CASE4
LEVEL OF RISK _Please confirm that this project requires notification only_	It is notification only.

1. ADMINISTRATIVE DETAILS

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

YES or NO
... YES

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

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):

Michael Scriney

Principal investigator / Supervisor: ____
Print Name(s) here:___Michael Scriney_____

Date: __06/02/2022____

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

Student(s) signature(s): Darragh McGonigle   Stephen McAleese

Print Name(s) here: Darragh McGonigle, Stephen McAleese
Date: 02/02/2022

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.

Our project is a web application which allows a user to upload a resume which will then be analysed using machine learning to generate useful information around potential employment opportunities and potential improvements the user could make to their resume. This information includes job listings related to their skills, which skills are most valuable to learn and potential career paths.

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.*

We intend to have a single participant group to test our project when it is finished. This group will ideally comprise of new graduate software developers and contain about 10-15 people.

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).

The main method that we expect to use to recruit participants is to send emails and messages to potential participants we know. We have email, Messenger and Discord contacts of friends and colleagues already which can be used as a source of participants.

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

All resume analysis will be done anonymously. It will be processed by the automated system and none of the results will be stored making it impossible to identify anyone from the testing.

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

In the Plain Language Statement

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

Participants will be informed of our study via email.

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?

Results of our project will be presented in either April or May (presentation dates are not yet known) to the professors who are assessing our project. Participants may request the results 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

Our project is notification-only because it is of a low-risk nature. No sensitive information will be collected for the project, the output of the system will not contain sensitive information and the project does not have the potential to become dangerous or harmful in any way.

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 are no physical risks involved in the project. If the system is used as intended, the risk of psychological harm is extremely low. One possible risk could be that if a user chooses to use their real resume and finds they aren't qualified for any jobs this could impact their self-esteem. To minimise this we will advise users to use a fabricated resume for testing purposes and warn them of this possibility in advance to them agreeing to participate in the study.

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

YES or NO
... YES

If YES, provide details

Our project is designed to provide a useful service and will help participants to get a better understanding of the job market and what skills are in demand thus making them more employable in the future.

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

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.

Participants will be provided the details of the DCU ethics office and Data protection unit in our informed consent documentation

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 principal investigator will monitor our project by having regular meetings with us and having access to our code repository.

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

YES or NO
... NO

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

YES or NO
... NO

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

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

Applicant declaration:

0	I understand that the proposed project, as set out in this form, is to be carried out by me in my capacity as a student of Dublin City University.	YES	….

Definition of Personal Data

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

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

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

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

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

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

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

4.1   ASSESSING DATA PROTECTION RISKS & REQUIREMENTS

(A) Your knowledge of Data Protection		
Have you taken and completed the online data protection training course ('Data Protection Course') that is available to all staff and students through the **DCU Loop System**?	YES	….

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

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

	(B) Initial Assessment of whether any of the data to be used in the proposed research is 'Personal Data' (see definition above)		
1	Will the proposed research include living human subjects? *Rationale – personal data applies only to living individuals.*	YES	….
2	Will the proposed research use any data that can be linked to an identified, or an identifiable, person? *Rationale – to be personal data it must be possible to associate it with an identified, or an identifiable, living person.*	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. *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'.*	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? **(State 'Yes' or 'No' as appropriate to all of the following)**		
	Racial or Ethnic Origin	NO	….

		Political Opinions	NO	….
		Religious or Philosophical Beliefs	NO	….
		Trade Union Membership	NO	….
		Genetic Data	NO	….
		Biometric Data	NO	….
		Data Concerning Health	NO	….
		Data concerning a Person's Sex Life or Sexual Orientation	NO	….
2	**Will the proposed research involve the use of <u>personal data</u> relating to children or vulnerable individuals?** *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.*		NO	….
3	**Will the proposed research involve the use of data relating to an individual's criminal convictions and / or offences?**		NO	….

4	**Will the proposed research involve the large-scale processing of <u>personal data</u>?** *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.*	**NO**	….
5	**Will the proposed research involve any form of <u>automated processing</u> of personal data?** *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.*	**NO**	….
6	**Will the proposed research involve the sharing or transferring of any personal data to a 3rd party outside of DCU?** *For example, other research partners, providers of translation or transcription services, etc.* *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).*	**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.)** *The EEA refers to the 'European Economic Area' (i.e. the EU plus Norway, Liechtenstein and Iceland).*	**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? | NO | …. |
| | *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.* | | |

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?	NO	….
	If 'Yes,' please indicate which will be used in your project **(tick all that apply):**		

	racial or ethnic origin	**NO**	**….**
	political opinions	**NO**	**….**
	religious or philosophical beliefs	**NO**	**….**
	trade union membership	**NO**	**….**
	genetic data	**NO**	**….**
	biometric data	**NO**	**….**
	data concerning health	**NO**	**….**
	data concerning a natural person's sex life or sexual orientation	**NO**	**….**
5(b)	Does your project include the use of Personal Data relating to minors or vulnerable individuals? *(See **Note 1**, below)*	**NO**	**….**
6	Does your project include the use of Personal Data of individuals relating to their criminal convictions and/or offences?	**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)*	**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*	**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.*	**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)*	**NO**	**….**

10 (b)	If 'Yes', please state which non-EU or EEA country is involved:		
11	Does the project require the matching or combining of separate datasets of information on individuals in a way that would exceed their reasonable expectations of privacy? *An example would be combining mobile phone location data along with any other dataset to identify individuals.*	**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.

User data will be stored in a secure database hosted on AWS could platform all sensitive material will be stored encrypted and securely. All results data will be stored in a DCU Google Drive and on the School of Computing GitLab server.

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.

No one outside of the main researchers will have access to any of the data from the system.

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.

All data from the project (system logs etc..) will be deleted following the presentation of the project in April/May 2022.

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.	All answers to forms and surveys will be destroyed. If they are in a digital format they will be permanently deleted. Information on paper will be shredded.
By whom will the data/samples be disposed? Please indicate the designated team member(s) with responsibility for deletion and/or destruction of the research project's personal data.	The main researches (Darragh McGonigle and Stephen McAleese)

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

PLEASE CONFIRM WHETHER THE FOLLOWING ISSUES HAVE BEEN ADDRESSED IN YOUR PLAIN LANGUAGE STATEMENT/ INFORMATION SHEET FOR PARTICIPANTS:
Note that this list is a check-list of all of the things that you should include in your plain language statement, if they are relevant (they are in most cases). In the earlier sections of this form you have already written the text that can be used to create your plain language statement. References to the relevant sections are provided on each line.

	YES or NO
Introductory Statement (Student(s) and supervisor names, school, title of the project) [Table, p 1]	**Yes**
What is this project about? [section 2.1]	**Yes**
Why is this project being conducted? [section 2.1]	**Yes**
What will the participant be expected to do/have to do if they decide to participate in the study?[section 2.1]	**Yes**
How will their privacy be protected? [section 2.5, section 2.6]	**Yes**
How will the data be used and subsequently disposed of? [section 5.3]	**Yes**
What are the legal limitations to data confidentiality? [section 2.7]	**Yes**
Are there any benefits of taking part in the study? [section 3.3]	**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.)*

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

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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 all 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		N/A
Interview/Focus Group Questions		N/A

Plain Language Statement

Introduction to the Research Study

The title of our project is "Job Posting and Resume Analyzer". The university department involved is the School of Computing and Michael Scriney is the name of our supervisor.

Privacy Notice

Data Controller: DCU Dublin City University

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

The user will be asked to provide a resume with a PDF format. This user-provided resume will then be parsed by the system to extract details such as skills (No identifiable data will be extracted from the resume). This extracted data will then be returned to the user and no data from the user will be stored in the system.

When / How will data be disposed

Data provided to the system will exist in the system only for the duration of processing after which it will be deleted. All data provided by the participant in regards to testing such as surveys or forms will be held in secure DCU Google Drive accounts until the end of the project (May 2022) after which this data will be deleted.

Details of What Participant Involvement in the Study Will Require

A participant will be asked to use our system by uploading a resume (real or fake) to our web application. This will then be processed and results will be shown to the user on the web application. The user then is asked to explore the results and take note of any bugs or issues they perceive. Once the user has finished with the system they will then be asked to fill out a survey describing their experience with the system.

Potential Risks to Participants from involvement in the Study.

There are no physical risks to the user from being involved in the study. However there is the potential for a psychological risk to the user from receiving results they do not like. It is advised that participants who may be vulnerable to these types of risks should use fake data to avoid having negative results returned from the system.

Benefits (Direct or indirect) to the Participants from Involvement in the study

Our project is designed to provide a useful service and will help participants to get a better understanding of the job market and what skills are in demand thus making them more employable in the future.

Limitations to Data Confidentiality

There is a small possibility of personal data being accidentally exposed and the confidentiality of the information cannot be guaranteed. Bear in mind that protection is limited to what is provided by the law.

Statement that Involvement in the Study is Voluntary

Involvement in this study is voluntary meaning that study participants have complete control over whether or not they participate. Participants may join or leave the study freely.

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

Informed Consent Form

Title: DCU Intelligent Assistant
Researchers: Stephen McAleese,
   Darragh McGonigle
Supervisor: Michael Scriney
School: DCU School of Computing

Purpose of the Study
I understand that as a participant in this study I will be testing a system designed to help software developers find jobs and job market analysis.
I understand that my participation will require me to input certain data such as but not limited to a resume in pdf format.
I understand that this data will be controlled and accessed by the researchers and supervisors listed above.
I understand that the data provided will be used to generate personalized analysis as well as to aid in the development of new features.

Confirmation of requirements
I agree to participate in this study and understand that it may require me to complete interviews, questionnaires and other forms of feedback gathering.
I consent to having this feedback (text answers, audio/video recordings) recorded and stored.

Confirmation of voluntary involvement
I am aware that I may withdraw from this study at any time. I am aware that upon withdrawal all my provided data will be erased
Confirmation of arrangements to protect confidentiality of data
I am aware of the measures in place to ensure data confidentiality. I understand that confidentiality of information provided is subject to legal limitations. I accept these measures and limitations and consent to having the data that I provide stored in this manner.

Confirmation of arrangements regarding retention and disposal of data
I understand that the data I provide will be stored throughout the project period after which it will be permanently deleted from all systems. I am aware that at any time I may request that the data I have provided be deleted early.
General Confirmation of data usage
I consent to providing the necessary data that has been outlined in the "Plain Language Statement" and I consent to this data being used for the purposes that have been outlined in the "Plain Language Statement".

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

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*Required

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

◯ Yes

◯ No

I understand the information provided *

○ Yes

○ No

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

○ Yes

○ No

I understand the information provided in relation to data protection *

○ Yes

○ No

I have received satisfactory answers to all my questions *

○ Yes

○ No

I understand I may withdraw from this study at any point *

○ Yes

○ No

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

○ Yes

○ No

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

○ Yes

○ No

I consent to participate in this research study *

○ Yes

○ No

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Appendix 3
DUBLIN CITY UNIVERSITY
Survey Questions

Link: https://forms.gle/2BuwHntHRAHPkmc77

User Testing Survey: CA400 Resume Analyzer

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Background and Experience

In this first section you are asked to answer some questions about your past experiences and status. Please feel free to skip any questions you are not comfortable answering

What is your current role as a software professional?

- ◯ Student
- ◯ Frontend Developer
- ◯ Full Stack Developer
- ◯ Backend Developer
- ◯ Devops
- ◯ QA / Testing
- ◯ Other: _____

How many years of experience do you have?

	0	1	2	3	4	5	6	7	8	9	10	
No experience	◯	◯	◯	◯	◯	◯	◯	◯	◯	◯	◯	10+ years

What is your current process for finding software jobs?

Your answer

Do you think the job finding experience could be improved for software professionals?

- ◯ Yes
- ◯ No
- ◯ Other: _____

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User Testing Survey: CA400 Resume Analyzer

Sign in to Google to save your progress. Learn more

Tasks

Here are the list of tasks we would like you to carry out using the web application:

1. Upload a CV / Resume

Navigate to the website and upload a CV. (Note: This can be a made up CV, we do not store your user submitted data but for added peace of mind you can use a fake CV)

2. Explore the Dashboard

After uploading a CV (Task 1) you should be redirected to a dashboard page with various panels showing information. Please explore this page and analyze the results in each panel.

3. Explore the Reports Section

Navigate to the reports section using the side navigation bar. Explore the various charts displayed.

4.Explore the Career Path Section

Navigate to the career path tree section using the side navigation bar. Examine the tree displayed and ensure it makes sense, click on some on the tree nodes.

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User Testing Survey: CA400 Resume Analyzer

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Task Feedback

In this section you will be asked feedback based on the user testing you have preformed. Please give honest feedback about your experience.

Were you able to complete all the tasks on your own?

○ Yes

○ No

On a scale from 1 to 5 how useful do you think the app is?

	1	2	3	4	5	
Not at all	○	○	○	○	○	Very

How likely would you be to use use this application if you were searching for a new job?

○ Definitely Not

○ Probably Not

○ Maybe

○ Probably would

○ Definitely would

Is there any feature which you though was particularly useful?

Your answer

Is there any features you would like to see added?

Your answer

Were you able to read all text on the site easily?

○ Yes

○ No

Did you encounter any bugs / problems / issues during your testing

Your answer

Is there any changes you would like to see made to the site?

Your answer

Any other feedback?

Your answer

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