

Computer Science CSC-30014 Project GDPR and Ethics Checklist 2023-24

STUDENT NAME: Thomas Herward

STUDENT NUMBER & E-MAIL: 20014189 - x3d82@students.keele.ac.uk

PROJECT TITLE: Own Idea - Queue management system with photo recognition to estimate wait time

SUPERVISOR NAME: Dr Vishwash Batra

Complete all the questions below and electronically sign and date at the end. Ask your supervisor to check the responses and to also electronically sign and date below. You should submit this completed checklist to the KLE drop-box provided. Please retain your own copy of the completed checklist as all end of project reports/dissertations must provide a copy of this completed checklist in the Appendices.

If a Computer Science Final-Year Project Ethical Review Application Form has also had to be completed a copy of the final ethical approval certificate must also be included with your Project Plan document in your final report/dissertation Appendices.

GDPR Check

Does your project involve the use or collection of “personal data” for which permission will not have been explicitly granted? (Before answering, please read and carefully consider the GDPR Check Guidance at the end of this form).	No
---	----

Ethics Check

Will your project involve the use of human participants or capturing human data? (Before answering, please read and carefully consider the Significant Ethical Concern Checklist, below). Please Note: software evaluation by any other person counts as human participation. If you ask people their opinions about software or use their data in any way, you need to seek ethical approval first. If you answered “Yes” to this question you must discuss your plans with your supervisor and, by end of week 12 of Semester 1, complete the Computer Science Final-Year Project Ethical Review Application Form and prepare a Participant Information Sheet and Consent Form using the templates that can be found at the end of that application form.	No
---	----

Significant Ethical Concern Checklist

Could the project expose the participants or the project student to images and/or information that they might find distressing (e.g. pictures or descriptions of injuries, symptomatic health conditions, or atrocities, or pictures or descriptions of tumours or cancerous cells, or creatures in distress)?	No
Does the project involve deception of the participants?	No
Could the project uncover information about identifiable individuals that could cause embarrassment or distress to one or more of those individuals (e.g. evidence of illegal or unethical behaviour, such as fraud or illegal drug use or a personal revelation)?	No
Could the project cause pain, discomfort or risk to the participants and/or the project student?	No
Will the project involve participants who are vulnerable in any way? (e.g. participants who are under 18, or who are mentally or physically impaired, or participants who may feel under pressure to participate.)	No
Does the project involve recall or discussion of personal or sensitive memories?	No
Does the project involve a significant risk of participants later regretting taking part?	No
Does the project involve procedures which are likely to provoke interpersonal or inter-group conflict?	No

If the answer to any of the Significant Ethical Concern Checklist questions is “Yes” (or you think “Maybe”) you must discuss your project and aims with your supervisor and with the CSC-30014 Module Co-ordinator to assess whether an appropriate level of ethical scrutiny might be required via the completion of the *Faculty of Natural Sciences (non-Psychology) Research Ethics Application Form*.

GDPR Check Guidance:

Personal data includes any and all of: names, addresses, emails, phone numbers, bank details, employment details, IP addresses, date of birth, medical or health data, images, video or audio recordings.

If you answered “Yes” you must not proceed with your project.

It is illegal under European GDPR legislation to make use of personal data without explicit permission. Discuss your project with your supervisor and revise your plans to ensure you do not risk illegal use of personal data.

Note. Even if personal data is publicly available on the Internet, it must not be used without permission. (Also note that you cannot contact individuals to request permission to use their on-line data without prior ethical approval to do so).

It is strongly recommended that you either:

1. use non-personal data for your project, or
2. use existing, well-established, publicly available databases or data repositories, for example: <https://archive.ics.uci.edu/ml/index.php>, <https://physionet.org/> or <https://www.kaggle.com/> etc. (A list of acceptable data repositories is maintained on the CSC-30014 KLE pages.) You might also see, for example, <https://blog.scrapinghub.com/web-scraping-gdpr-compliance-guide> for further information.

Continued on the following page ...

I confirm that the responses are correct and that the project, as proposed, is GDPR compliant and that ethical approval will be sought if required and that any work requiring ethical approval will not take place unless ethical approval has been granted. If, during the course of the project work, any of the information supplied on this checklist changes substantially a new checklist will need to be completed and then brought to the attention of the School's Ethics Advisory team.

Signed (Student)	Date:
T.Herward	29/10/2023

I confirm that I have read the form and that the project, as proposed, is GDPR compliant and that, to the best of my knowledge, the ethical information is correct.

Signed (Supervisor)	Date:
Vishwash Batra	8 th Nov 23

Electronically typed signatures and dates *are* acceptable.