Dublin City University
School of Computing
ETHICS COMMITTEE (SEC)

NOTIFICATION FORM FOR LOW-RISK PROJECTS AT UNDERGRADUATE OR TAUGHT MASTERS LEVELS

Please read the following information carefully before completing your application. Failure to adhere to these guidelines will make your submission ineligible for review.

1. **Download this form, complete the appropriate fields, attach additional pages (e.g. plain language statement) as appropriate and save as a PDF file**
2. **Completed applications must be uploaded to your School of Computing GitLab repo, and must be located in "`docs/ethics.pdf`".**
3. **Your SUPERVISOR will then be notified automatically and must approve your approach initially.**
4. **Your application should consist of one electronic file (PDF) only.** The completed application must include this form and also must incorporate all supplementary documentation, especially that being given to the proposed participants e.g consent forms, plain English language statement. It must be proofread and spell-checked before submission**.**
5. **All sections of the application form must be answered as instructed and within the word limits given.**
6. **Your ethics approval submission will be circulated to the School's Research Ethics Committee and you will be notified if/when it is approved**
7. **All projects must have either a derogation from an ethics approval requirement (as determined by your supervisor) OR must have an approved ethics submission (this form), before work with human subjects commences.**

Applications which do not adhere to these requirements will not be accepted for review and will require resubmission

Applications must be completed on this form; answers in the form of attachments will not be accepted, except where indicated. No hard copy applications will be accepted. **The project must not commence work with human subjects until written approval has been received from the School of Computing Ethics Committee (SEC).**

PROJECT TITLE	PayDay
PROJECT SUPERVISOR(S)	Dr. Michael Scriney

START AND END DATE	1/10/19-1/05/20

Please ensure that <u>all</u> supplementary information is included in your application (in one 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 file which includes the following documentation:	**INCLUDED (mark as YES)**	**NOT APPLICABLE (mark as N/A)**
Bibliography		**N/A**
Recruitment advertisement (How are you getting volunteers?)		**N/A**
Plain language statement/Information statement	**YES**	
Informed consent form		**N/A**
Personal Data Security Schedule https://www.dcu.ie/sites/default/files/info/3._blank_data_security_schedule.xls		**N/A**
Evidence of external approvals related to the research		**N/A**
Questionnaire/Survey		**N/A**
Interview/Focus Group Questions	**YES**	
Debriefing material		**N/A**
Other (e.g. local government approval)		**N/A**

Please note:

1. Any amendments to the original approved proposal must receive prior SCEC approval.
2. As a condition of approval investigators are required to document and report immediately to SCEC any adverse events, any issues which might negatively impact on the conduct of the research and/or any complaint from a participant relating to their participation in the study

1. ADMINISTRATIVE DETAILS

Project Type (select one): Undergraduate Project – Final Year	Final Year
Undergraduate Project – non-final Year	
Taught Masters (Practicum)	

(projects at other levels, e.g. PhD or research Masters, should be approved by the University's REC if necessary)

1.1 INVESTIGATOR CONTACT DETAILS

SUPERVISOR(S): *Your supervisor and other academic staff who are assisting, it should be clear who is the person who is carrying out the research procedures.*

NAME	*SCHOOL/UNIT*	*EMAIL*
Dr. Michael Scriney	School of Computing	michael.scriney@dcu.ie

STUDENT(S):

NAME	*SCHOOL/UNIT*	*EMAIL*
Vincent Lloyd Yuson	DCU	vincent.yuson2@mail.dcu.ie
Mihail Gaidau	DCU	mihail.gaidau2@mail.dcu.ie

DECLARATION BY SUPERVISOR(S)

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 SCEC 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 research that may arise in conducting this research and acknowledge my obligations and the rights of the participants.

If there exists any affiliation or financial interest for researcher(s) in this research 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 or supporting staff have the appropriate qualifications, experience and facilities to conduct the research set out in the attached application and to deal with any emergencies and contingencies related to the research that may arise.

Electronic Signature(s):

Supervisor(s): Michael Scriney

Print Name(s) here:
Michael Scriney

Date: 17/01/2020

2. PROJECT OUTLINE

2.1 SIMPLE DESCRIPTION *(Max. 300 words)*

Please outline, in terms that any non-expert would understand, what your research project is about, including what participants will be required to do. Please explain any technical terms or discipline-specific phrases.

Digitize timesheets
Participants would need to enter their time worked

2.2 AIMS OF AND JUSTIFICATION FOR THE RESEARCH *(Max. 400 words)*

State the aims and significance of the project. Where relevant, state the specific hypothesis to be tested. Please provide a brief description of background research, a justification as to why this research project should proceed in that context and an explanation of any expected benefits to the community. NB – all references cited should be listed in an attached bibliography.

Little to no products in the current market that digitizes timesheets Large market with more than 240,000 SMEs (our target market)

2.3 DESCRIBE THE METHODOLOGY BEING USED TO ACHIEVE YOUR STATED AIMS

Provide an outline of the proposed method and state who is doing which task – include details of data collection techniques, the tasks participants will be asked to do, the estimated time commitment involved, and how data will be analysed. If the project includes any procedure which is beyond already established and accepted techniques please include a description of it. There should be enough detail provided to facilitate ethical review, but applicants are encouraged to keep it as succinct as possible.

Interviews with potential users.
Potential features they would like to see.

2.4 PARTICIPANT PROFILE

Provide the number, age range and source of participants. Please provide a justification of your proposed sample size. Please provide a justification for selecting a specific gender, age, or any other group if this is done in your project.

Individuals
30-60 years of age.
Mainly will be managers of a company or any individual interested in the product.

2.4(a) PARTICIPANT VULNERABILITY

Are some or all of 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 researchers and participants etc.)? If they are, state what this vulnerability (or vulnerabilities) is and justify why this research is being done with such participants.

Participants would be vulnerable as we are dealing with their data – time worked, their rates, how much they get paid.
This is justified as participants will get paid on time and the correct amount.

2.4(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 research	**No**
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 research)	**No**

2.5 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 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.

Emails – Reaching out to managers that could be our potential customers Calling - Following up after emailing.
Interviews – Getting valuable feedback from interviews.
Forms – Getting participants to fill out a form for more information.

2.6 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 will be shown in our final year project report and will be shared with participants if they ask for them

2.7 ARE OTHER APPROVALS REQUIRED TO GAIN ACCESS TO ANOTHER LOCATION, ORGANISATION
ETC.? (e.g. a School or company)

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 JUSTIFICATION OF STATED LEVEL OF RISK TO RESEARCH PARTICIPANTS

You must provide a justification for the stated level of risk, 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 research itself. For further information on risk levels, please refer to the Levels of Review information on the website:

Very low level of Risk
Usual usage of the app

3.2 DOES THE RESEARCH INVOLVE:

	YES or NO
● use of a questionnaire? (attach copy)?	Yes
● interviews (attach interview questions)?	Yes
● observation of participants without their knowledge?	No
● participant observation (provide details in section 2)?	No
● audio- or video-taping interviewees or events?	No
● access to personal and/or confidential data (including student, patient or client data) without the participant's specific consent?	No
● administration of any stimuli, tasks, investigations or procedures which may be experienced by participants as physically or mentally painful, stressful or unpleasant during or after the research process?	No
● performance of any acts which might diminish the self-esteem of participants or cause them to experience embarrassment, regret or depression?	No
● investigation of participants involved in illegal activities?	No

● procedures that involve deception of participants?	No
● administration of any substance or agent?	No
● use of non-treatment of placebo control conditions?	No
● collection of body tissues or fluid samples?	No
● collection and/or testing of DNA samples?	No
● participation in a clinical trial?	No
● administration of ionising radiation to participants?	No

3.3 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 research. Please explain what risk management procedures will be put in place to minimise these risks.

No risk.

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

YES or NO
… No

(If YES, provide details.)

YES or NO
… No

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

3.6 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 do not expect anything. However if someone wants to drop out of the project. Following the GDPR right to remove the data, we will follow all the guidelines.

3.7 HOW WILL THE CONDUCT OF THE PROJECT BE MONITORED?

Please explain how the supervisor 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

Meetings with the supervisor.

3.8 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.

Nothing outside of normal app usage. Participants can contact us in relation to the project.

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

YES or NO

… No

(If YES, please provide further details.)

3.10 DO ANY OF THE RESEARCHERS ON THIS PROJECT HAVE A PERSONAL, PHILOSOPHICAL, FINANCIAL OR COMMERCIAL INTEREST IN ITS OUTCOME THAT MIGHT INFLUENCE THE INTEGRITY OF THE RESEARCH, OR BIAS THE CONDUCT OR REPORTING OF THE RESEARCH, 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. CONFIDENTIALITY/ANONYMITY

4.1 WILL THE IDENTITY OF THE PARTICIPANTS BE PROTECTED?

YES or NO
… Yes

(If NO, please explain why.)

IF YOU ANSWERED YES TO 4.1, PLEASE ANSWER THE FOLLOWING QUESTIONS:

4.2 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

Access to the data will be restricted to only ourselves and the supervisor Participants will be an ID number.

4.3 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 research proposal and academic discipline, you may need to state additional specific limitations.

State how and where participants will be informed of these limitations

5. PERSONAL DATA - COMPLIANCE WITH THE GENERAL DATA PROTECTION REGULATION

Personal data is data relating to a living individual (i.e. the 'Data Subject') who is, or can be, identified either from the data itself or from the data in conjunction with other information that is in, or is likely to come into, the possession of the 'Data Controller' (i.e. DCU and its constituent units e.g. research teams etc.). ***Further information on personal data is available from the DCU Data Protection Unit at https://www.dcu.ie/ocoo/dp/guides.shtml***

5.1 IS PERSONAL DATA BEING PROCESSED AS PART OF THIS PROJECT?

YES or NO
… **Yes**

If YES, Please indicate your compliance with the following guidelines:	**Mark here**
We confirm that we have read and agree to act in accordance with DCU Data Protection Unit guidance and procedures regarding personal data	**Yes**

We confirm that we have put in place a Personal Data Security Schedule (PDSS) for the project and have attached it to this application	**Yes**

Please see the GDPR and the Research Ethics Process section of the SCEC main webpage for guidance

IF YOU ANSWERED YES TO 5.1, PLEASE ANSWER THE FOLLOWING QUESTIONS:

5.2 WHAT KIND OF PERSONAL DATA IS BEING PROCESSED?

Note special categories of personal data include health data, genetic data and/or data relating to ethnicity/race of participants, their sex lives and/or sexual orientation

Name
Email address
Contact details

5.3 WILL ANONYMISATION/PSEUDONYMISATION OF THE PERSONAL DATA BE UNDERTAKEN?

YES or NO
Yes

(If NO, please explain why.)

6. DATA/SAMPLE STORAGE, SECURITY AND DISPOSAL

For the purpose of this section, "Data" includes that in a raw or processed state (e.g. interview audiotape, transcript or analysis). "Samples" include body fluids or tissue samples.

6.1 HOW AND WHERE WILL THE DATA/SAMPLES BE STORED?

Note that the SCEC recommends that all data be stored on campus – please justify any off-site storage .

DCU Google drive

6.2 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.

Us and supervisor

6.3 HOW LONG IS THE DATA TO BE HELD/RETAINED FOR?

*Note that with very few exceptions **personal data** may not be retained indefinitely. It is up to the unit or research team to establish an upper retention limit for each category of personal data under its control.*

Held until end of project Will be destroyed by 1st June 2020

6.4 IF DATA/SAMPLES ARE TO BE DISPOSED OF, 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) if it is stored in an electronic based format then deletion of the record or full anonymization of the data is recommended.If data/samples are NOT being disposed of, please justify this decision.*

Delete from google drive

7. PLAIN LANGUAGE STATEMENT *(Attach to this document. Approx. 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:

	YES or NO
Introductory Statement (Supervisor and student names, school, title of the research)	**Yes**
What is this research about?	**Yes**
Why is this research being conducted?	**Yes**
What will happen if the person decides to participate in the research study?	**Yes**

How will their privacy be protected?	**Yes**
How will the data be used and subsequently disposed of?	**Yes**
What are the legal limitations to data confidentiality?	**Yes**
What are the benefits of taking part in the research study (if any)?	**Yes**
What are the risks of taking part in the research study?	**Yes**
Confirmation that participants can change their mind at any stage and withdraw from the study	**Yes**
How will participants find out what happens with the project?	**Yes**
Contact details for further information (including SCEC contact details)	**Yes**
Details relating to GDPR Compliance if Personal Data is being sought	**Yes**

If any of these issues are marked NO, please justify their exclusion:

8.

INFORMED CONSENT FORM *(Attach to this document. Approx. 300 words)*

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. If your participants are minors (under 18), it is best practice to provide them with an assent form, while their parents/guardians will be given the Informed Consent Form. In cases where an anonymous questionnaire is being used, it is enough to include a tick box in the questionnaire (underneath the information section for participant), where participants can indicate their consent.

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.

Payday

Consent to take part in research

This research is being conducted by DCU students Mihail Gaidau and Vincent Lloyd Yuson. Under supervision by Dr. Michael Scriney

The research is being conducted in order create a product for SME's. Where it helps to digitize timesheets for employees.

- I…… voluntarily agree to participate in this research study.
- I understand that even if I agree to participate now, I can withdraw at any time or refuse to answer any question without any consequences of any kind.
- If the participant agrees to go ahead with the research the data will be deleted at the end of the project. Before data is deleted we will update the participant about the completion of the project.
- I understand that I can withdraw permission to use data from my interview within two weeks after the interview, in which case the material will be deleted.
- I have had the purpose and nature of the study explained to me in writing and I have had the opportunity to ask questions about the study.
- I understand that participation involves an interview and filling out a questionnaire.
- I understand that I will not benefit directly from participating in this research.
- I understand that all information I provide for this study will be treated confidentially.

- I understand that in any report on the results of this research my identity will remain anonymous. This will be done by changing my name and disguising any details of my interview which may reveal my identity or the identity of people I speak about.

- I understand that disguised extracts from my interview may be quoted in their Final Project report.

- I understand that if I inform the researcher that myself or someone else is at risk of harm they may have to report this to the relevant authorities - they will discuss this with me first but may be required to report with or without my permission.

- I understand that a transcript of my interview in which all identifying information has been removed will be retained for until end of project.

- I understand that under freedom of information legalisation I am entitled to access the information I have provided at any time while it is in storage as specified above.

- I understand that I am free to contact any of the people involved in the research to seek further clarification and information.

4. Signature of research participant

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Signature of participant Date

5. Signature of researcher

I believe the participant is giving informed consent to participate in this study

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Signature of researcher Date

Participant Interview Questions

- How does your company handle time-sheets?
- Do you know of any other way to handle timesheets?
- Which way would you like to submit your timesheet?
- Have you ever heard of digital timesheets?
- What do you think digital timesheets are?
- On a scale of 1 - 10, with one being very uninterested, would you want your company to have digitised timesheets?
- Do you see an edge when digitizing timesheets?
- What features would you like in the future releases?

PayDay

Plain Language Statement

1. **Introduction to the Research Study**
    - The project title: PayDay
    - The research is being conducted by Mihail Gaidau and Vincent Lloyd Yuson.
    - Research conducted in order to find and provide better means of time-management for SMEs.
    - Project Supervisor: Michael Scriney
    - We can be contacted by email: mihail.gaidau2@mail.dcu.ie vincent.yuson2@mail.dcu.ie

2. **Details of Involvement in the Study**
    - Participants will be required to fill out the questionnaire form as well as the participant consent form.

3. **Confidentiality and Use of Data**
    - Confidentiality and anonymity are extremely important for us in this study.
    - You will anonymously complete a questionnaire that will not request any identifying personal information including your name, date of birth, address etc.
    - All participant answers will be numerated.
    - Questionnaires will be held by us and stored in a secure location.

4. **Data Destruction**
    - It is planned that the data collected from questionnaires will be destroyed by the end of the project date and no later than 1st June 2020.
    - Data will be stored on Google Drive and will be wiped once the project is completed.
    - Data will be deleted if the participant requests to do so.

5. **Potential Risks to Participants arising from involvement in the Research Study**
    - It is not envisaged that there are any risks to participants arising from involvement in the study.

6. **Benefits (Direct or Indirect) to Participants**
    - Not much benefit to the participants.
    - Early view of the system and hands on try-outs

7. **How will the participants find out what happens with the project?**
    - Can contact any of the members of the project above.
    - Can view our report at the end of the project.

8. **If personal Data is being sought.**
    - Contact any of the team member above.

- Only the asking participant data will be shared.

9. Legal limitations in data confidentiality.

- Data stored (name, email, phone number)
- We will be storing the information until the end of the project and no longer than 1st June 2020.
- Only project team and the supervisor.
- Data will be deleted by 1st of June 2020.

10. Voluntary Involvement

- Involvement within this research project is purely voluntary.
- You are free to withdraw from the study at any stage without prejudice or reason.

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 Office of the Vice-President for Research,
Dublin City University,
Dublin 9.
Tel 01-7008000

Personal Data - Security Schedule

Unit:

Prepared by: Mihail Gaidau, Vincent Lloyd Yuson

Purpose: To list all the types of personal data held or processed by this unit and the security measures to be applied over the data.
This schedule is to be distributed to all unit staff with access to the personal data listed.

Guidance: Please refer to the DCU Data Protection Webpage at the URL below for further guidance in relation to personal data.
https://www4.dcu.ie/ocoo/data-protection.shtml#overlay-context=ocoo/committee-structures.shtml

Ref	Personal Data - Type, category or description	Data's format - Electronic / Paper / Both	Reason / purpose for holding onto the data	Responsibility for security of the data is assigned to	Who may access the data	Who may amend the data	To whom only may the data be provided or shared	Security controls in place over the data	How long is the data to be held?	Responsibility for deleting the data is assigned to	Method of disposal of the data
1	Name	Both	To distinguish who the participants are	Mihail Gaidau Vincent Yuson	Mihail Gaidau Vincent Yuson Dr. Michael	Mihail Gaidau Vincent Yuson	Participants can only request access to their own data	Data will be held on DCU Google Drive	Until end of the project, No longer than 1st of	Mihail Gaidau	Wiping of google drive
2	Email	Both	To be able to contact them	Mihail Gaidau Vincent Yuson	Mihail Gaidau Vincent Yuson Dr. Michael	Mihail Gaidau Vincent Yuson	Participants can only request access to their own data	Data will be held on DCU Google Drive	Until end of the project, No longer than 1st of	Mihail Gaidau	Wiping of google drive
3	Phone number	Both	To be able to contact them	Mihail Gaidau Vincent Yuson	Mihail Gaidau Vincent Yuson Dr. Michael	Mihail Gaidau Vincent Yuson	Participants can only request access to their own data	Data will be held on DCU Google Drive	Until end of the project, No longer than 1st of	Mihail Gaidau	Wiping of google drive

Personal Data Security Schedule	
Enter Unit Name Here	
Approved by:	Date
V1 - Enter Appropriate Management Level here