

College Research Ethics Committee for Non-Clinical Research involving Human Participants/Data

**Staff and Postgraduate Research Students**

**Protocol for research dealing with non-standard human data – Social Media, Online, Social Networking, Secondary data, Big Data.**

Before completing this form, refer to the guidance notes available at [College ethics information](https://www.gla.ac.uk/colleges/socialsciences/students/ethics/forms/staffandpostgraduateresearchstudents/#d.en.473063) and [Ethics Information for Applicants](https://www.gla.ac.uk/colleges/socialsciences/students/ethics/informationforapplicants/).

In addition to reading **Appendix 1** of the form – applicants should consult: [Ethical decision-making and Internet research:](https://aoir.org/reports/ethics.pdf)  **and***,* [Ethical decision-making and Internet research 2.0](https://aoir.org/reports/ethics2.pdf)

Completed, typed forms (with supporting documents) should be submitted electronically via the [Research Ethics System](https://frontdoor.spa.gla.ac.uk/login/).

Submit applications **at least 6 weeks in advance** of the intended data collection start date, allowing time for applications to be reviewed, and any recommended amendments to be made.

Applications requiring PVG Clearance/permissions to access participants will not be approved until evidence of this is received by Ethics Administrator. Guidance is available at [PVG Guidance](https://www.gla.ac.uk/myglasgow/humanresources/mgrs-admin/mgr-guidance/pvgscheme/).

Staff Research Project  Staff Scholarship of Teaching and Learning Project

Postgraduate Student Research Project

Project Title Enter text here

Name Of Applicant Enter text here

School/Subject/Cluster/RKT Group Enter text here

Student ID/Staff Number Enter text here

PGR Programme Title (Where Applicable) Enter text here

**Start Date of Data Collection / Access or Analysis,** **as appropriate** (At least 6 weeks after application submission)

Click here to enter a date.

**Proposed Project End Date** (e.g. date of PhD award, article submission, end of funding)

Click here to enter a date.

Is this application being submitted to another ethics committee, or has it been previously submitted to another ethics committee? Yes  No

If Yes, provide details:

Enter text here

Is the research subject to external funding? (i.e. a sponsor or funding body) Yes  No

If Yes, provide details:

Enter text here

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**Section A**

! Application will be returned if Ethical Risks section is incomplete !

**1 Ethical Risks**

Comment on any potential research ethics risks involved in the project, and any steps taken to mitigate these risks. Risk Guidance Document is available at [Ethics Forms](https://www.gla.ac.uk/colleges/socialsciences/students/ethics/forms/staffandpostgraduateresearchstudents/).

Enter text here

**PGR Applications** - **Supervisors** must complete and sign this section, approving submission for ethical review.

**Staff Applications** - **Applicant** must complete and sign this section, confirming submission for ethical review.

X Enter text here

X Click here to enter a date.

**2 Justification for the Research**

Why is this research **significant** to the wider community? What might be the **IMPACT** on your practice or on the practice of others? How will the possible benefits to researchers, participants and others realised from the project justify any risks or discomfort involved?

Enter text here

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**Section B**

1. Please provide details of the data you wish to collect or access – please include details of the platform, app, data archive, API, etc.

Provide information here on the type of data you wish to collect, e.g. chatrooms, discussion forums, Tweets, Facebook posts, etc.

Enter text here

2 You should have consulted the specific Terms and Conditions of the specific platform or data source; please answer the following:

2.1 What do the terms and conditions say about retention of datasets?

Enter text here

2.2 What are the rules regarding publishing or re-sharing collected data?

Enter text here

2.3 Are there specific provisions within the terms and conditions that permit research usage of data collected?

Enter text here

2.4 What are the explicit limits on usage that may be relevant for planned research work?

Please provide any further details here:

Enter text here

3 Have you consulted the relevant legal guidelines, disciplinary, funder or institutional guidelines in relation to the specific ethical concerns research of this nature can raise? E.g. copyright/Intellectual Property Rights/contracts/licensing/privacy/GDPR. See section: ([29A and Schedule 2(2)1D of Copyright Designs & Patents Act 1988)](http://www.legislation.gov.uk/uksi/2014/1372/regulation/3/made)

Please provide details here:

Enter text here

4 4.1a Does the data contain personal data? Yes  No

See Guidance on [UofGGDPR/What’sChanged](https://www.gla.ac.uk/myglasgow/dpfoioffice/gdpr/changes/)

4.1b Does the data contain Special Category Data? Yes  No

Please see Guidance on [Information Risk Classification](https://www.gla.ac.uk/media/media_537721_en.pdf)

Guidance is available from [Information Commissioner’s Office](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/key-definitions/what-is-personal-data/) and on [UofG ethics website](https://www.gla.ac.uk/colleges/socialsciences/students/ethics/informationforapplicants/#/retentionanddisposalofpersonaldatanewregulation(gdpr))

If you have answered **Yes** to either question above please give details here:

Enter text here

5 Is the data open to being freely used for any purpose? Yes  No

**Note**: the data is still likely to be covered by copyright and this should be detailed at question 3 above.

**Important**: if **not** publicly accessible, as in free to use, then you **must provide a licence or data sharing agreement from any company that owns the data** stating they agree to share the data and agree that this data can be used for the dissertation/research purposes

6 Can the data reasonably be considered to be in the public domain? ([AOIR ethics guidelines](https://aoir.org/ethics/) )

Yes  No

If Yes: Give clear justification for your response.

Enter text here

7 Can the individuals reasonably expect their data to be observed/accessed by strangers? Or reasonably expect their data to be used in the way that you propose in your research?

Yes  No

If Yes, give details:

Enter text here

8 Please provide details of the data access and collection methods and or techniques; and also provide details of the method(s) of analysis. A [Data Management Plan](https://www.gla.ac.uk/myglasgow/datamanagement/creatingyourdata/dataplanning/) should also be submitted.

Enter text here

8.1 Include details of your methods of accessing the data and security arrangements, these should reflect any sensitivities of the data content. Guidance is available at [UofG/IT/InformationSecurity](https://www.gla.ac.uk/myglasgow/it/informationsecurity/confidentialdata/)/ConfidentialData.

Enter text here

8.2 Do you require a Data Protection Impact Assessment? See [UofG GDPR Data Protection Impact Assessment](https://www.gla.ac.uk/myglasgow/dpfoioffice/gdpr/dpia/).

Yes  No

If Yes, give details:

Enter text here

8.3 How is profile, location or other personally identifying information used or stored by researcher?

Please provide details:

Enter text here

**Important:** The Data Protection Impact Assessment (DPIA) should be provided with this application if applicable. Consult the [ICO Data protection impact assessments](https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/accountability-and-governance/data-protection-impact-assessments/).

9 Are any individuals vulnerable (see [guidelines on vulnerable groups](https://www.gla.ac.uk/colleges/socialsciences/students/ethics/informationforapplicants/#/protectionofvulnerablegroupsscheme,workingwithpotentiallyvulnerableadults,workingwithchildren))?

Yes  No

If Yes, give details:

Enter text here

9.1 How are vulnerable persons identified and protected?

Please provide details:

Enter text here

10 Is the subject matter of sensitive or controversial nature?

Yes  No

If Yes, give details:

Enter text here

11 Will individuals be identifiable from published outputs?

Yes  No

12 Will any of the outputs be potentially disclosive? Such as commercially sensitive information?

Guidance on [UK Data Archive](https://www.ukdataservice.ac.uk/manage-data/legal-ethical/anonymisation/qualitative) Qualitative and [UK](http://eprints.uwe.ac.uk/31986/1/SDC_Guide_1.pdf) Data Archive [Quantitative](https://www.ukdataservice.ac.uk/manage-data/legal-ethical/anonymisation/quantitative)

Yes  No

If Yes, give details:

Enter text here

13 Please provide a justification for **NOT** seeking consent or explain why this would not be possible and again provide a justification for why the research should proceed. Please see [DPIA guidance](https://www.gla.ac.uk/myglasgow/dpfoioffice/gdpr/dpia/).

Enter text here

! Application will be returned if declaration is not signed and dated !

14 Declaration By Researchers And Supervisors

* The information contained herein is, to the best of my knowledge and belief, accurate.
* I have read the University’s current human [ethics guidelines](https://www.gla.ac.uk/research/strategy/ourpolicies/ethics/), and accept responsibility for the conduct of the

procedures set out in the attached application in accordance with the guidelines, the University’s Code of Conduct for Research and any other condition laid down by the University of Glasgow Ethics Committee and the College of Social Sciences Research Ethics Committee.

* I and my co-researcher(s) or supporting staff have the appropriate qualifications, experience and facilities to

conduct the research set out in the attached application and to deal effectively with any emergencies and contingencies related to the research that may arise.

* I understand that **no** research work involving human participants or data collection can commence until I have been granted full ethical approval by the College of Social Sciences Research Ethics Committee.

**Applicant/Researcher/s**

X Enter text here

X Click here to enter a date.

**Supervisor/s**

**(Where Applicant Is Student)**

X Enter text here

X Click here to enter a date.

**For Supervisors – Please note that by submitting this application the supervisor confirms that:**

* The student is aware of the College ethics requirements.
* The topic merits further research.
* The student has the relevant skills to begin research.
* If interviewing, the student has produced an appropriate information sheet for participants.
* The procedures for recruitment and obtaining informed consent are appropriate.

**See Appendix 1**: [Association of Internet Researchers chart: aoir\_ethics\_graphic\_2016](https://aoir.org/wp-content/uploads/2017/01/aoir_ethics_graphic_2016.pdf)

**……………………….. End Of Application Form ……………………………………..**

**Applications should be submitted electronically as follows:**

Upload the completed form, along with any other required documents by logging in to the Research Ethics System at: <https://frontdoor.spa.gla.ac.uk/login/>

NB: PGR students are required to upload their application which is then forwarded to their named supervisor for approval and submission to the College Research Ethics Committee.