Summary of the General Data Protection Regulation (GDPR), 2016 and Data Protection Act (2018) procedures – what researchers need to do if using personal data in the European Economic Area or bringing data back into it.

Documents are all available at the research ethics website at www.aru.ac.uk/researchethics

For any queries, please contact our Data Protection Officer at: dpa@aru.ac.uk

You must ensure that you understand the following terms: • personal data • special category data • anonymisation • pseudonymisation Please refer to the *Question Specific Advice for the Stage 1 Research Ethics Application Form.*
• You should only collect anonymised data if possible. • If this is not possible within the framework of your research, you must anonymise it at the earliest opportunity. • Should this not be workable, you must pseudonymise it. • There may be a small number of cases in which you need to work with personal data. If this is the case, you must justify this in your ethics application and only work with the minimum amount required.
You must ensure that you have read Anglia Ruskin's *Privacy Notice for Research Participants.* https://www.anglia.ac.uk/privacy-and-cookies/research-participants and that your research will comply with this. If any potential participants may not have online access to this, please ensure that you have paper copies to give them.
You must use the mandatory *General Data Protection Requirement (GDPR) Text* for your *Participant Information Sheet* and the mandatory *Participant Consent Form.* This means that you will be incorporating all the information you need to tell participants regarding UK data protection law. Undergraduate and Masters students are strongly advised to use the *Participant Information Sheet template*, which incorporates all the information you need to provide about data protection. In some cases, there is standard text you need to use and in others you need to select the appropriate options. Students must speak to their supervisors if they are unsure what the correct option is. You must ensure that you carry out the research as you have stated in your *Participant Information Sheet.*

You must ensure that you provide a link to the *Privacy Notice for Research Participants* in your *Participant Information Sheet.*
If you are using an Online Survey Platform, you are advised to use *Online Surveys,* given this is based in the UK For access to this, please contact Emma.Marrow@aru.ac.uk *Qualtrics* is another online survey provider that our Data Protection Officer has confirmed it is acceptable to use. If you would like to use any other type of online survey platform, you must first obtain permission from ARU's Data Protection Officer.
Please ensure that you have read and followed the *Guidance for Online Surveys*, which is on the research ethics website.
If you are transferring data overseas or from overseas to the UK, you should obtain explicit consent from participants to do this and ensure that the data is in anonymised or pseudonymised format.
As part of the ethics process, researchers will need to agree with the statements on the *Research Checklist for Data Protection.* This *Checklist* does not need to be submitted to the Faculty Research Ethics Panel (FREP) or School Research Ethics Panel (SREP), but researchers need to confirm on Section 6 of the *Stage 1 Research Ethics Application Form* that they have read and will comply with the statements in the Checklist. The *Research Checklist* is available at: https://myaru.sharepoint.com/sites/student-office-for/SitePages/data-protection-in-research.aspx#research-checklist-for-data-protection
Question 28 on the checklist on the *Stage 1 Research Ethics Application Form* (Question 39 for the Stage 1 Research Ethics Application Form for Animals and Habitats) asks whether you will be collecting special category data and/or intend to recruit 100 or more participants. If this is the case for your research, you will also need to complete the *Further Data Protection Questions.* https://myaru.sharepoint.com/sites/student-office-for/SitePages/data-protection-in-research.aspx#further-data-protection-questions
If you say *YES* or *NOT APPLICABLE* to all the questions in the *Further Data Protection Questions Form,* please submit this document with the rest of your application to your FREP/SREP.
If any of your responses are NO to any of the questions in the *Further Data Protection Questions*, you must send it and the rest of your ethics application to our Data Protection Officer before it can be submitted to the FREP/SREP. Our Data Protection Officer will consider whether a Data Protection Impact Assessment will be required. You need to incorporate any changes required by our Data Protection Officer and submit all correspondence relating to this with the rest of your ethics application to the FREP/SREP.
You need to state on your own *Participant Information Sheet* how long you will retain participants' data and you must ensure that it is stored securely. Further to this, you must shred all your research data and delete that which has been stored electronically after the study within the time period you have given on the *Participant Information Sheet.*
If you need to submit an application for substantial amendments to your research you must ensure that the responses you gave to the *Data Protection Confirmation Statements* in your original ethical application still stand. If not, you must follow the processes relating to this.
For substantial amendments, if you will be using special category data (either for the first time or different special category data to that specified in your original ethics application),

you need to complete the *Further Data Protection Questions* and follow the process detailed above, submitting all the documentation relating to this to your Faculty Research Ethics Panel (FREP) or School Research Ethics Panel (SREP).
The Data Protection Officer (and for students, your supervisor) must be informed of any personal data incidents immediately at: dpa@aru.ac.uk

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