



ETHICS COMMITTEE Minutes

01 December 2020 9:30 – 11:00
MS Teams

Attendees: Peggy Seriés (Chair), Lexi Birch-Mayne, Arno Onken, Kianoush Nazarpour, Sam Bishop (secretary).

Apologies: Kami Vaniea, Victoria Lindström

No.	Item	Action
1.	Approval of Previous Minutes The minutes of the previous committee were approved as a fair representation of the meeting.	
2.	Matters Arising from previous meeting <ul style="list-style-type: none">• Qualtrics PDF functionality Update from KV on Qualtrics PDF upload (KV) – ongoing, action carried forward.• PS to send out communication pointing towards to Ethics FAQs - completed• Rolling action - PS/VL to push for clarification on issues and implications surrounding Privacy Shield and data management. Action carried forward• Issue of university wide DPIA for Qualtrics to be raised in discussions with the DPO. Action carried forward• VL to follow up with the school Dops concerning the timing and format of Strategic Committee and what they require from the EC report - completed• PS to provide a final draft of the annual ethics committee report to the December EC meeting for review - On agenda	KV PS/VL PS/VL
3.	Application review – standing item There were no matters arising from this item.	
4.	Annual Ethics committee report – final version The draft report was approved for the December meeting of the Strategic Committee.	
5.	AOB The Committee requested an investigation to see if new functionality could be added to the RT system to help improve their application approval workflow. Action – SB to ask computing support if functionality can be added to RT	SB
6.	Date of next meeting: 02 Feb 2021, 09:30 – 11:00	



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