

**News from the**  
**Ethics Committee**

Peggy Seriès, Ethics convenor  
Research day, May 11th

# From Panel to Committee

- <https://web.inf.ed.ac.uk/infweb/admin/committees/ethics-committee> : describes remit, membership, minutes of our monthly meeting.

## Membership

Member category	How appointed	Incumbent
Ethics convenor	Appointed	Peggy Seriès
Academic Staff Representative	Appointed	Lexi Birch-Mayne
Academic Staff Representative	Appointed	Chris Lucas
Academic Staff Representative	Appointed	Arno Onken
Academic Staff Representative	Appointed	Kami Vaniea

## In attendance as required

Deputy Director of Research	Ex officio	Ian Simpson
Deputy Director of Graduate School	Ex officio	Alex Lascarides
MInf Project Coordinator	Ex officio	Helen Pain
Honours Project Coordinator	Ex officio	Helen Pain
External Advisor	Volunteered	Jennifer Culbertson
Internal Advisor	Volunteered	Maria Wolters

**Officer to the Committee:** Research Data Manager

**Clerk to the Committee:** Research Data Officer

Victoria Lindstrom

Sam Bishop

# Online Application

- Research/UG4/MSc projects involving **human participants** or **secondary/ social media data require ethical approval:**

<https://web.inf.ed.ac.uk/infweb/research/ethics-and-integrity/ethics-procedure>

## Ethics application via online form

This is the online form, which has replaced the old Word forms. Please use it for all staff and student projects. Your data is stored on a server in the EU, following GDPR rules. The Principal Investigator will receive a copy of the form.

If you are submitting more than one ethics application, please wait to receive the automated confirmation of receipt for your first application before submitting the next.

Once submitted, the panel will aim to reply within 10 working days.

 [Informatics ethics form](#)

- using RT system, each application is assigned to a member of the committee for review. Approval is needed before the study can begin.
- **Templates** for **participants information sheet and consent form** are available from our pages and need to be used.  
<https://web.inf.ed.ac.uk/infweb/research/ethics-and-integrity/ethics-resources>

Currently adding new templates for research involving children.

# Data Protection

- Ethics procedure has been updated in light of the GDPR

<https://web.inf.ed.ac.uk/infweb/research/ethics-and-integrity/ethics-gdpr>

- Mandatory Data Protection Training available on Learn.
- 'mini' DP Impact Assessment integrated into the new online Informatics ethics form
- The PI/consent templates offer guidance regarding consent, data protection and confidentiality.



## Data protection and confidentiality.

Your data will be processed in accordance with Data Protection Law. All information collected about you will be kept strictly confidential. Your data will be referred to by a unique participant number rather than by name [amend as appropriate]. Your data will only be viewed by the researcher/research team [name everyone who will access the data here, including any research support staff who have access].

All electronic data will be stored on a password-protected encrypted computer, on the School of Informatics' secure file servers, or on the University's secure encrypted cloud storage services (DataShare, ownCloud, or Sharepoint) and all paper records will be stored in a locked filing cabinet in the PI's office. Your consent information will be kept separately from your responses in order to minimise risk.



## What are my data protection rights?

The University of Edinburgh is a Data Controller for the information you provide [amend if student PI]. You have the right to access information held about you. Your right of access can be exercised in accordance Data Protection Law. You also have other rights including rights of correction, erasure and objection. [make restrictions clear if e.g. accessing data would affect outcome of study] For more details, including the right to lodge a complaint with the Information Commissioner's Office, please visit [www.ico.org.uk](http://www.ico.org.uk). Questions, comments and requests about your personal data can also be sent to the University Data Protection Officer at [dpo@ed.ac.uk](mailto:dpo@ed.ac.uk).



# Ethics pages

- Ethics pages updated and expanded

<https://web.inf.ed.ac.uk/infweb/research/ethics-and-integrity>

- Recently, advice on social media research and guidance regarding changes related to Covid19.

## Ethics and integrity

Ethics and COVID-19

Ethics and integrity guiding principles

Ethics and the GDPR

Ethics procedure

Ethics approval duration

Ethics resources

Using secondary and social media data

# Challenges

- Standardisation across the University. Infonetica. Integrating Ethics & DMP policy.
- Training the committee
- Workload especially at peak times (UG4/MSc projects) - **apply** as **early** as possible to “flatten the curve”.
- covid19: We may be slower than usual !
- Review of first year due November 2020.