Research registrations:

information checklist

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|  |  | Tick Box☑ |
|  | Research registration form completed and provided  | 󠇇 |
|  | Privacy Impact Assessment form completed and provided  | 󠇇 |
|  | Check to see if project is an extension of previous research registration and if so provide the research registration number | 󠇇 |
|  | Participant information sheet completed and provided |  |
|  | Consent forms |  |
|  | 1. Local project privacy notice is in place and contains the criteria set out in Articles 13/14 of GDPR – see [Where can I check that I have completed my Privacy Notice correctly?](https://www.ucl.ac.uk/legal-services/ucl-general-data-protection-regulation-gdpr/guidance-notices-ucl-staff/guidance-writing-privacy)
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|  | ii. Local project privacy notice links to one of the main UCL privacy notices, either- UCL [Participants in health and care research privacy notice](https://www.ucl.ac.uk/legal-services/privacy/participants-health-and-care-research-privacy-notice)- [UCL general research participant privacy notice](https://www.ucl.ac.uk/legal-services/privacy/ucl-general-research-participant-privacy-notice) | 󠇇 |
|  | 1. Lawful basis for processing personal data is stated as ‘performance of a task in the public interest’ and *special category or criminal convictions data* is stated as ‘research purposes’
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|  | Appropriate safeguards are in place as per [this guidance](https://www.ucl.ac.uk/legal-services/sites/legal-services/files/guidance_paper_for_researchers_0.pdf)* Collect only the minimum amount of personal data required to carry out the research
* Use pseudonymised personal data
* Anonymise data where possible
* Safeguards against accidental disclosure and loss or corruption of data. See [here](https://www.ucl.ac.uk/legal-services/sites/legal-services/files/guidance_for_researchers_on_appropriate_safeguards_under_gdpr_2016_and_dpa_2018.pdf)
* Ensure that the processing will not cause substantial damage or distress to individuals
* Ensure that the processing will not be used to support measures or decisions with respect to a particular individual
* Confirm evidence of the information security measures in place, eg encryption
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|  | Ensure the terms anonymization and pseudonymisation are used correctly in form | 󠇇 |
|  | The location of the data is specified, ie:* On UCL servers
* In the UK
* In the EEA
* Outside the EEA
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|  | If personal data is stored outside the EEA, ensure that measures are in place to comply with data protection legislation. See guidance [here](https://www.ucl.ac.uk/legal-services/ucl-general-data-protection-regulation-gdpr/guidance-notices-ucl-staff/transfers-personal-data) | 󠇇 |
|  | Indicate whether third parties, such as other universities or processors, are involved with processing or storage of data | 󠇇 |
|  | 1. If so, confirm data sharing/processing arrangements in place?
2. If not, refer them to research services/contracts or procurement or solicitor in Legal Services
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|  | DPIA screening questions have been completed | 󠇇 |
|  | 1. If so, the DPIA has been provided
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|  | If the research involves children, the [Research with Children Guidance](https://www.ucl.ac.uk/legal-services/ucl-general-data-protection-regulation-gdpr/guidance-notices-ucl-staff/research-children-guidance) been followed | 󠇇 |
|  | The [information compliance training](https://www.ucl.ac.uk/legal-services/training) been undertaken within the last two years* Freedom of information
* Data protection
* Information security
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|  | Provisions are in place around confidentiality, eg wording in participant information sheet | 󠇇 |
|  | Local Data Protection Coordinator has been notified | 󠇇 |