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) | 󠇇 |
|  | 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’ | 󠇇 |
|  | 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 | 󠇇  󠇇  󠇇  󠇇  󠇇  󠇇  󠇇 |
|  | 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 | 󠇇  󠇇  󠇇  󠇇 |
|  | 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 | 󠇇  󠇇 |
|  | DPIA screening questions have been completed | 󠇇 |
|  | 1. If so, the DPIA has been provided | 󠇇 |
|  | 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 | 󠇇  󠇇  󠇇 |
|  | Provisions are in place around confidentiality, eg wording in participant information sheet | 󠇇 |
|  | Local Data Protection Coordinator has been notified | 󠇇 |