UCL Department of  
Science and Technology Studies

Consider data

In this document, you will describe your data records and how they will be managed. The aims are (1) to ensure compliance with UCL policies and UK legal requirements, and (2) to ensure you have a plan for the long term that anticipates future needs and responsibilities.

*You have a duty to respect privacy and to follow through with agreements made regarding data handling. UCL has a duty of care both to the research subjects and to you regarding privacy and data management. You and UCL also have legal obligations in this area.*

Submit this form to STS Research Review Panel <STS.Ethics@ucl.ac.uk>.

Guidance is available via [www.ucl.ac.uk/sts/ethics](http://www.ucl.ac.uk/sts/ethics)

# Section 1: applicant

|  |  |  |
| --- | --- | --- |
| 1.1 | who are you? | name  email |
| 1.2 | what is your status within STS? (e.g., staff or student) |  |
| 1.3 | what is the title of this project? |  |
| 1.4 | who is the supervisor or line-manager? |  |
| 1.5 | who else is involved in this element of your project? |  |
| 1.6 | have you passed UCL’s GDPR online training ([link](https://www.ucl.ac.uk/legal-services/ucl-general-data-protection-regulation-gdpr/gdpr-online-training)) |  |

# Section 2: identifying risks and hazards

1. Describe the types of data records you will be creating and their sources. Highlight here records that will include **personal data** (defined by GDPR) or **confidential information**.

|  |  |
| --- | --- |
| personal data  (defined by GDPR) |  |
| confidential information |  |
| other |  |

2. How will you **agree** the extent of privacy with participations in the research?

3. Describe how will you **protect** the records you collect?

|  |  |
| --- | --- |
| personal data  (defined by GDPR) |  |
| confidential information |  |
| other |  |

4. Describe how you will implement **privacy-by-design**?

5. Describe how you will **inform** research subjects about their rights, and describe how you will **document** having done this.

6. To whom will you **report** a privacy breach should one occur? (In STS, data breaches should be reported to STS Department Manager [sts-dm@ucl.ac.uk](mailto:sts-dm@ucl.ac.uk) and to the project supervisor or line manager.)

# data processing

9. After data records are collected, how will these be **processed** in your research, *and* what **new** privacy concerns arise?

10. Will anyone - **other than you** - process the data records you collect? Who are they, and how will they comply with GDPR rules?

11. How will you obtain **consent** from the research subjects for this processing, as required by GDPR?

# data storage and disposal

12. What is the plan for **data storage during the project**, including both the original data records and any new records produced from processing?

|  |  |
| --- | --- |
| personal data  (defined by GDPR) |  |
| confidential information |  |
| other |  |

13. What is the plan for **data storage post-project**, and when will this data no longer be required? Please provide a disposal schedule as appropriate.

14. If you hope to **re-use** the data records later, how will you secure **consent** from the research subjects?

15. Who will **monitor** your data storage plan and verify disposal? (In STS, monitoring is undertaken by the STS Department Manager [sts-dm@ucl.ac.uk](mailto:sts-dm@ucl.ac.uk) and the project supervisor or line manager.)

# Section 3: review and approval

|  |  |
| --- | --- |
| **supervisor or line manager** | name  email |
| Have you reviewed and approved the content of this application? |  |
| Signature |  |
| Comments |  |

|  |  |
| --- | --- |
| **STS approver** | name  email |
| Have you reviewed and approved the content of this application? |  |
| Signature |  |
| Comments |  |