



Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

Data Protection Review - Research Ethics Management System (REAMS)

tcd.ie/dataprotection

February 2026

Introduction

Some research projects will require assessment/review from the Trinity College Data Protection Office ('DPO') in addition to ethical review. This is necessary to ensure compliance with relevant legislation.

If your research requires a data protection assessment, it will take longer for your project to be approved. Please take this into account when planning your project timeframe.

There are **EIGHT SCREENING QUESTIONS** included in REAMS (see below) which will prompt you to contact the DPO for a DATA PROTECTION ('DP') REVIEW.

Please review the DP ASSESSMENT CHECKLIST before completing the DP REVIEW.

Depending on the DPO's assessment of the data protection risk involved, you may also need to complete a DATA PROTECTION IMPACT ASSESSMENT ('DPIA').



Introduction

When the DPO's assessment is complete, you will be provided with a LETTER OF COMPLETION.

You will need to upload this to REAMS before you can proceed further in the REAMS process.

We advise you to review the eight questions below and supporting information in advance of starting your ethics application on REAMS.

Please review the infographic at the end of this presentation.

You can download the DP ASSESSMENT CHECKLIST & DP REVIEW templates [here](#).

If you would like to discuss any potential data protection implications relating to your research project, please contact dataprotection@tcd.ie to schedule a meeting.

A red rectangular box with a dark blue border. The words "RESEARCH" and "DESIGN" are written in large, bold, yellow, sans-serif capital letters, stacked vertically in the center.

RESEARCH DESIGN



Questions 1-3 (of 8)

Please review the [infographic](#) at the end

Question 1 (REAMS reference number: 2.1.8)

Could the research have detrimental legal, economic or social consequences for either the participant or their establishments?

☐ Yes

☐ No

If you answer / tick 'Yes' in response to this question your ethics application will be paused, and you will be directed to contact the Data Protection Office to complete a DP REVIEW.

Question 2 (REAMS reference number: 2.1.9)

Intentions of the study: Does the project...

☐ Involve deception

☐ Explore a topic that is potentially intrusive or is research that is harmful or may endanger participants

If you tick either box your ethics application will be paused, and you will be directed to contact the Data Protection Office to complete a DP REVIEW.

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Data Protection Assessment Checklist for Researchers

Please review this Checklist for Trinity Researchers before submitting a Data Protection Review ('DP Review') or Data Protection Impact Assessment ('DPIA') to the College Data Protection Office ('DPO') - dpo_admin@tcd.ie - for assessment as part of your ethics application process. You must complete and send this Checklist to the DPO together with your completed DP Review / DPIA document.

These documents accompany the approved College Participant Information Leaflet ('PIL') and Informed Consent Form ('ICF') templates. All templates are available at www.tcd.ie/dataprotection/trinitycollegestemplates/. Incomplete documents will be returned without assessment.

Question	Y / N
1. Are you using the correct templates? - Please ensure you are using the most up-to-date Trinity College templates (DP Review/DPIA/PIL/ICF) - available via the DPO website (link above). - If you are unsure if a DP Review or DPIA is automatically required please review the guidance available at: https://www.dataprotection.ie/en/organisations/know-your-obligations/data-protection-impact-assessments - If you have already completed a Site / Hospital DPIA please provide this instead.	
2. Have you included the relevant supporting documentation? DP Review: - There is no requirement to include the PIL and ICF for your study with your DP Review for assessment. The DPO may request these during the assessment process. DPIA: - Ensure that you include your study's PIL and ICF with your DPIA for assessment - required. - Detail your recruitment strategy in the DPIA & include all relevant materials with your submission - i.e. posters, invitation letters, debriefing sheets etc.	
3. Have you completed data protection training and included the relevant training certificates? - Include up-to-date data protection training certificates for all members of the research team named in the DP Review/DPIA. Certificates more than two years old are considered out of date and will not be accepted. - The online Trinity College training modules (staff and student modules) are available via: https://www.tcd.ie/dataprotection/training/	
4. Are you storing the research data securely? - Consider and describe in detail where you will store your research data. - Review the guidance from Trinity IT Services on Research Data Collection and Storage - available via the College Cyber Security website: https://www.tcd.ie/cybersecurity/resources/research-data-collection-and-storage/	
5. Have you established how long the research data will be retained? - Determine an appropriate retention period for your research data and describe deletion/archiving processes. - Consider the College Data Retention guidance - available via the DPO website: https://www.tcd.ie/dataprotection/retention/	

Questions 4-6 (of 8)

Please review the [infographic](#) at the end

Question 3 (REAMS reference number: 2.2.9)

Does the research require a Consent Declaration form as defined by the Health Research Regulations 2018?

- ☐ Yes
- ☐ No

If you tick 'Yes' in response to this question your ethics application will be paused, and you will be directed to contact the Data Protection Office to complete a DP REVIEW.

Question 4 (REAMS reference number: 2.2.14)

Which of the following best describes the general characteristics of the target population?

- ☐ Adults at risk of vulnerability
- ☐ Children

If you tick either box your ethics application will be paused, and you will be directed to contact the Data Protection Office to complete a DP REVIEW.



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Data Protection Review

Data Protection Review

Instruction

Please complete **all four parts** of this document to provide detail on how and why **personal data** will be processed for your research study and to determine if further assessment from the Trinity College Data Protection Office will be required. Please remember that data protection legislation, and this document, applies to the processing of 'personal data' (including pseudonymised personal data) **only**. Data protection law does not apply to anonymous data or irrevocably anonymised data. Further information is available [here](#).

You must return the completed document to the Data Protection Office to receive feedback and instruction before you progress with your ethics application. **if you have already completed a site DPIA please provide this instead.**

Please return the completed document (Word Doc format) to dpo.admin@tcd.ie and title your email 'DATA PROTECTION REVIEW'.

A Data Protection Impact Assessment ('DPIA') may be required, based on the information provided.

It is the responsibility of the Research Supervisor / Supervisor / Principal Investigator to ensure that information provided in this document is accurate and of sufficient quality to enable the DPO's office to conduct an effective review.

An incomplete document will be returned without review.

Part 1 - Submission Information

Title of study	(Provide detail)
Trinity College School	(Provide detail)
Relevant Research Ethics Committee (REC)	(Provide detail)
Date of submission	(Provide detail)
Completed by	(Insert name)
Supervisor / Principal Investigator (if not Researcher named above)	(Insert name)
Email address	(Provide detail)
Please tick all that apply.	☐ Student Project ☐ Masters ☐ PhD ☐ Staff Project ☐ Funded ☐ Non-Funded
Description of study	(Provide detail - maximum 300 words)

Page 1 of 7

Questions 4-6 (of 8)

Please review the [infographic](#) at the end

Question 5 (REAMS reference number: 2.2.18)

Was a DPIA required at any of the sites/ sources?

- ☐ Yes
- ☐ No

If you tick 'Yes' in response to this question your ethics application will be paused, and you will be directed to contact the Data Protection Office to complete a DP REVIEW.

Question 6 (REAMS reference numbers: 2.4.12 & 2.4.13)

2.4.12 - *Does your research involve the collection or analysis of data from social media platforms (e.g. X/Twitter, Facebook, Instagram, TikTok, LinkedIn, blogs)?*

- ☐ Yes
- ☐ No

2.4.13 - *If 'Yes', please indicate whether any of the following apply:*

- a. Data includes private, restricted, or closed-group content*
- b. Data relates to sensitive topics or special category data (e.g. health, political views)*
- c. Data will be combined with other datasets or used beyond the original context*
- d. Data collection involves systematic or large-scale monitoring*
- e. Data includes profiling, behavioural analysis, or identification of individuals*
- f. Other (recruitment etc.)*

If you tick 'Yes' and indicate that a, b, c, d or e apply then your ethics application will be paused, and you will be directed to contact the Data Protection Office to complete a DP REVIEW.

Questions 4-6 (of 8)

Please review the [infographic](#) at the end

Question 7 (REAMS reference number: 10.2.2)

How many participants' Personal Data is being processed in this project?:

- ☐ <100
☐ >100

If you tick '>100' your ethics application will be paused, and you will be directed to contact the Data Protection Office to complete a DP REVIEW.

Question 8 (REAMS reference number: 10.2.4)

Does the project involve processing of special category data or data relating to criminal convictions and/or offences (sensitive personal data)?

- ☐ Yes
☐ No

If you tick 'Yes' in response to this question your ethics application will be paused, and you will be directed to contact the Data Protection Office to complete a DP REVIEW.



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Data Protection Impact Assessment (Health Research)

Data Protection Impact Assessment (Health Research)

Introduction - Please read carefully

The purpose of a DPIA is to assess and demonstrate compliance with data protection legislation.

The DPIA methodology provides evidence that risks to individuals have been considered and sufficient measures have been taken to protect those individuals.

The DPIA should measure the processing activity to be carried out against each of the Principles of data protection and determine whether the processing of personal data for the purposes of the Project is both necessary and proportionate or whether changes to the process or additional controls are required.

Please complete all six parts of this document to provide detail on how and why **personal data** will be processed for your research study to receive feedback from the Trinity College Data Protection Office ('DPO') on any risks identified and recommendations on the actions or controls needed to address those risks. An incomplete document will be returned without review.

Please remember that data protection legislation, and this document, applies to the processing of 'personal data' (including pseudonymised personal data) **only**. Data protection law does not apply to anonymous data or irrevocably anonymised data. Further information is available [here](#).

You must return the completed document to the DPO to receive feedback and instruction before you progress with your ethics application. **If you have already completed a site DPIA please provide this instead.**

The DPIA should be updated to reflect any material changes to the processing as the Project progresses.

All Trinity-controlled personal data, including data processed using third party systems, must be processed in compliance with the University's [Data Protection Policy](#), [IT and Cyber Security Policy](#), [Records Management Policy](#) and [Cloud Computing Policy and Guidelines](#) (if appropriate).

Note: Research which involves collaboration or partnership with other organisations (e.g. other universities, hospitals, private sector companies etc.) must be approved by the university research contracts office (rescon@tcd.ie).

Please return the completed DPIA document (Word Doc format) to dpo.admin@tcd.ie and title your email 'DATA PROTECTION IMPACT ASSESSMENT - RESEARCH'.

Attach separately all relevant supporting documentation (e.g. invitation to take part, Participant Information Leaflet ('PIL'), Consent Form ('ICF')). The approved university templates are available [here](#).

It is the responsibility of the Research Supervisor / Principal Investigator to:

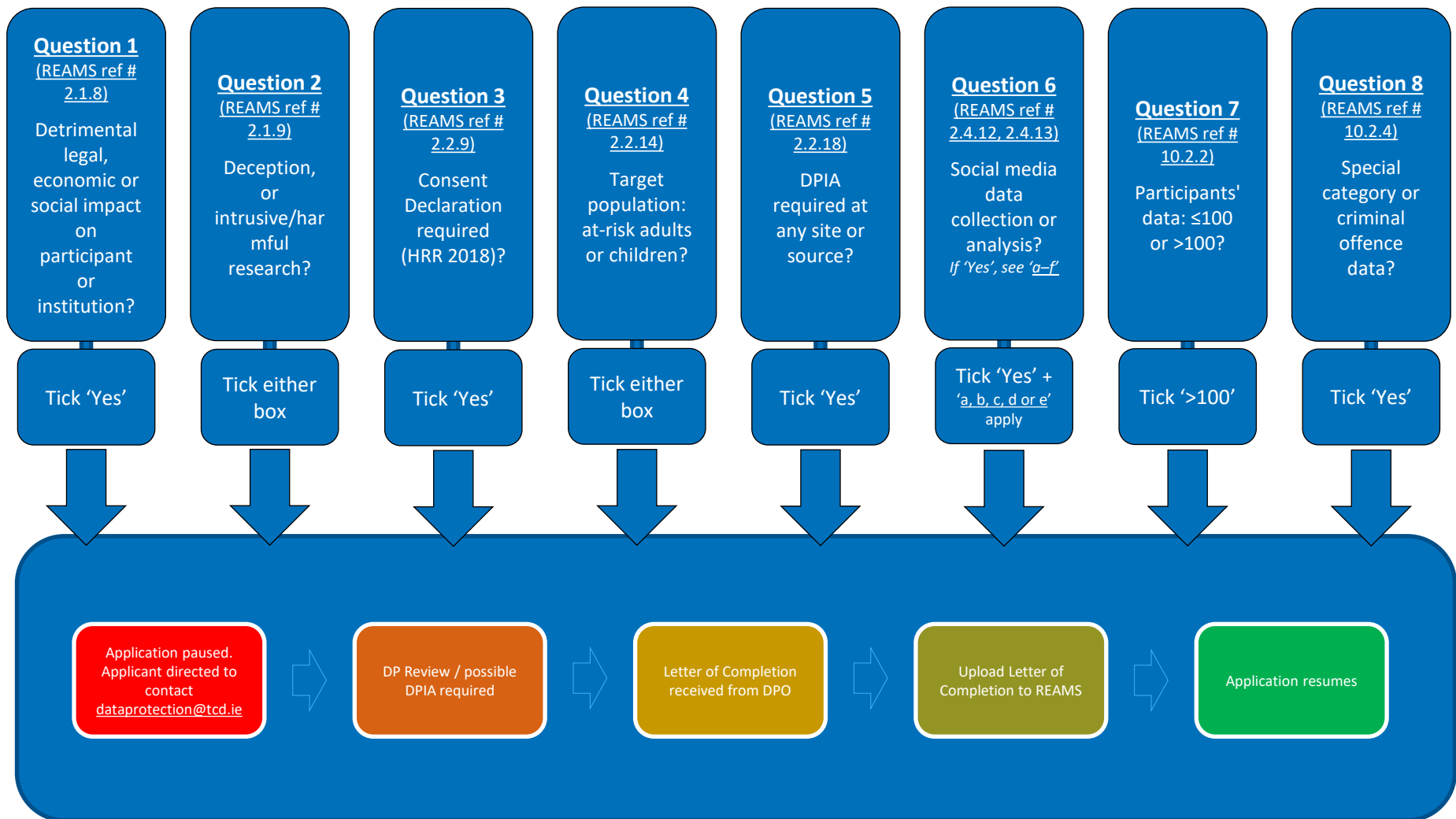
- ensure that information provided to the DPO is accurate and of sufficient quality to enable the DPO to conduct an assessment; and
- ensure that the required controls are put in place to mitigate risks arising from the processing.

DPO advice accepted:	Yes / No	Date:	DD/MM/YYYY
PI:	Insert Name	PI Signature:	Insert Signature

1

Version: March 2020

Infographic





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You can download the **DP ASSESSMENT CHECKLIST & DP REVIEW** templates [here](#)

If you would like to discuss potential data protection implications relating to your research project in advance of starting your ethics application, please contact dataprotection@tcd.ie to schedule a meeting

tcd.ie/dataprotection