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

# Data Protection Review: Research Ethics Management System (REAMS)
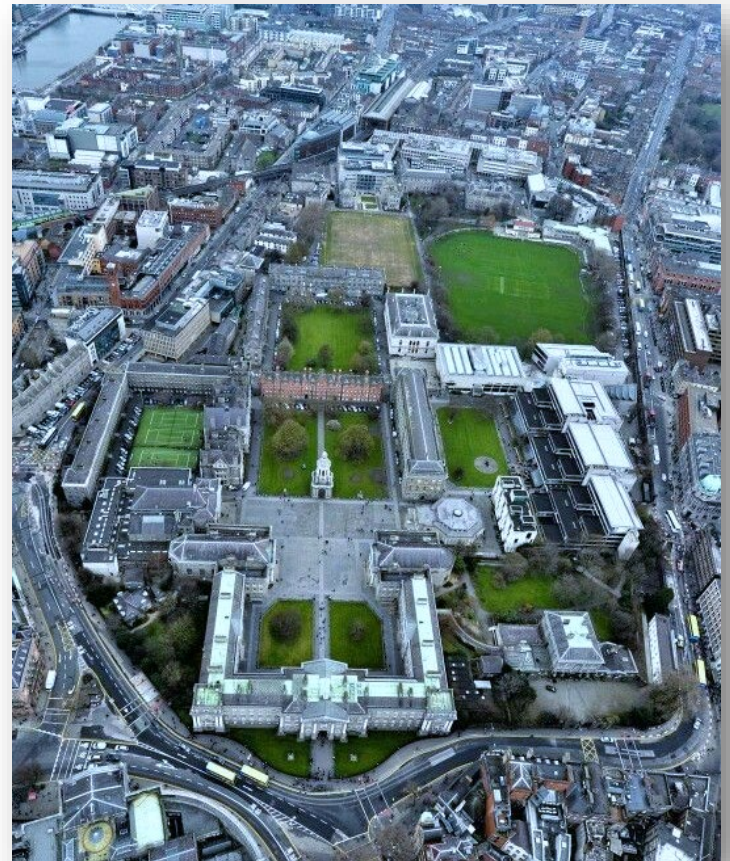
**tcd.ie/dataprotection**

# Introduction

Some research projects will require review from the Trinity College Data Protection Office ('DPO') in addition to ethical review.

If your research project requires data protection review, it will take longer for your project to be approved.

Please take this into account when planning your research timeframe.

There are SIX TRIGGER QUESTIONS included in REAMS (see below) which will prompt you to contact the DPO's office for a DATA PROTECTION REVIEW.

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

# Introduction

When the DPO's office review 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 six questions below and supporting information <u>in advance</u> of starting your ethics application on REAMS.

Please review the infographic at the end of this presentation.

You can download the DATA PROTECTION REVIEW template document [here](here)

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

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 data protection 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 data protection review.

# Questions 3 & 4 (of 6)

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 and amendments 2021?*

❑ *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 data protection 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 data protection review.

Please review the infographic at the end

Question 5 (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 data protection review.

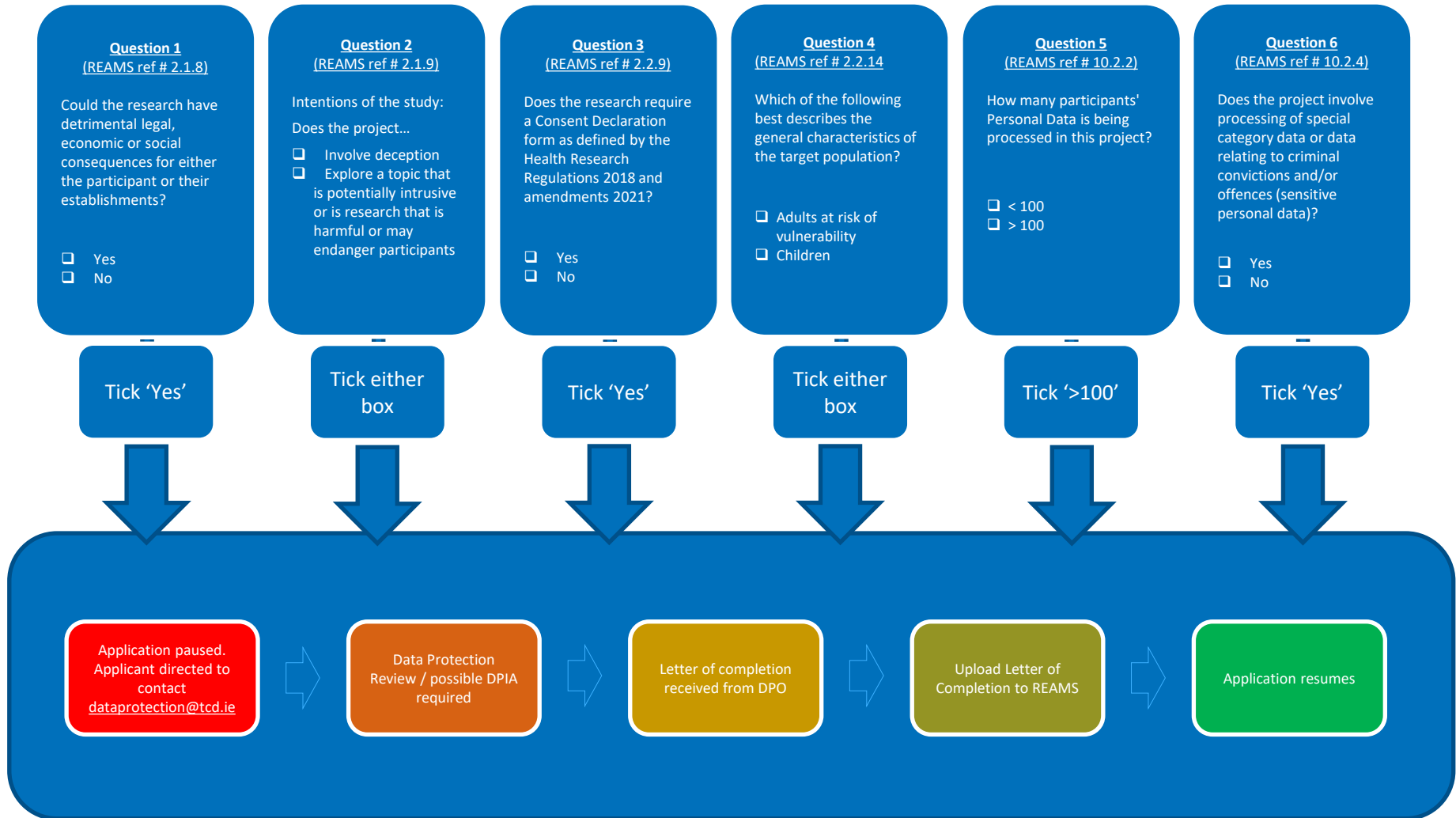Question 6 (REAMS reference number: 10.2.4)

*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 data protection review.

# Infographic

**Question 1**
(REAMS ref # 2.1.8)

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

- ❑ Yes
- ❑ No

**Question 2**
(REAMS ref # 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

**Question 3**
(REAMS ref # 2.2.9)

Does the research require a Consent Declaration form as defined by the Health Research Regulations 2018 and amendments 2021?

- ❑ Yes
- ❑ No

**Question 4**
(REAMS ref # 2.2.14)

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

- ❑ Adults at risk of vulnerability
- ❑ Children

**Question 5**
(REAMS ref # 10.2.2)

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

- ❑ < 100
- ❑ > 100

**Question 6**
(REAMS ref # 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

Tick 'Yes'

Tick either box

Tick 'Yes'

Tick either box

Tick '>100'

Tick 'Yes'

Application paused. Applicant directed to contact dataprotection@tcd.ie

Data Protection Review / possible DPIA required

Letter of completion received from DPO

Upload Letter of Completion to REAMS

Application resumes

You can download the DATA PROTECTION REVIEW template document [here](here)

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