# School of Education, Trinity College Dublin

# Application for Ethical Approval of Research Proposals

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| **Title of Research** | **A study of something interesting** |  |

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| --- | --- |
| **Researcher Name(s)** | **Ann Ed Student** |
| **Trinity Email Address** | **astudent@tcd.ie** |

|  |  |
| --- | --- |
| **Supervisor Name (if applicable)** | 1. **Supervisor** |

|  |  |
| --- | --- |
| **Supervisor Email (if applicable)** | **asupervisor@tcd.ie** |

**Category of Proposer** (please tick) **Student**

**Principal Investigator (Staff)**

**Course of Study** (please tick) **BMusEd**

**PME**

**MEd**

**DEd/PhD**

**ASIAP**

**CertC21T&L**

**Please indicate the level of approval required**

**(See Code of Practice for the School of Education Research Ethics Committee document on** [**https://www.tcd.ie/Education/research/ethics/**](https://www.tcd.ie/Education/research/ethics/) **for description of levels)**

**Level 0  Level 1  Level 2**

**Has your proposal been submitted to any other Research Ethics Committee?**

**Yes  No**

**If yes, please provide details:**

**Declaration by All Applicants:**

I have read and understood the School of Education’s policy on ethics in educational research: <http://www.tcd.ie/Education/research/ethics/>

and Trinity College Dublin’s Policy on Good Research Practice:

<https://www.tcd.ie/research/dean/assets/pdf/TCD%20Good%20Research%20Practice%20Policies%20copy.pdf>

including requirements in relation to data protection in Trinity College Dublin as set out here: <https://www.tcd.ie/info_compliance/data-protection>

I declare that the details provided reflect accurately my research proposal and I undertake to seek updated approval if substantive changes are proposed after this submission. I have consulted an authoritative set of educational research guidelines.

Applicant’s Signature:

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| **Signed:** | **Date** |

**Declaration by Supervisor (if applicable)**

I have read this application. I am satisfied that it is in line with the criteria set out by the School of Education Research Ethics Committee in their published Code of Practice and application form templates.

Supervisor’s Signature:

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| **Signed:** | **Date** |

In instances where supervisors feel that their specialised expertise may be important, information for the REC to take into account (e.g. in relation to researching highly sensitive areas such as trauma/abuse), please submit an additional page with any relevant information.

SECTION 1 – DETAILS OF RESEARCH STUDY

1.1 Working title of proposed study

**A study of something interesting**

1.2 Dates & duration of Study

Proposed Start Date: October 2019 Proposed End Date: August 2020

1.3 Please give a structured abstract of the proposed research (approx. 400 words).

State research aim(s) and objective(s), research question or hypothesis, as appropriate. Include background, research approach, design, data collection methods.

Theoretical Background

Recent research in the area of X has demonstrated that…

The following research questions have been identified in order to investigate this topic:

1. Research Question 1

2. Research Question 2

Detailed description of methods and fieldwork instruments

In order to address these research questions, the following fieldwork-based project is proposed: **Questionnaires** will be designed and **211 Junior Cycle second-level students (age 12-14 years) in Schools X and Y, Town Z** will be invited to participate. The questionnaire will be adapted from the internationally-recognised and validated questionnaire designed by Researcher A. The questionnaire contains 40 questions that address [describe the topic here], including questions such as [provide some sample questions here]. Participants will answer using a Likert scale and it is anticipated that it will normally take no longer than 20 minutes to complete the questionnaire. The questionnaire will be administered online at school, during school hours, and at a time that suits the participants and that does not disrupt their formal studies. The survey will be anonymised at the point of data collection: 1) no identifying information will be included in the questionnaire questions; 2) the researcher will not observe the participants as they complete the questionnaires, surveys, scales. For this reason, there is no personal data retained in the case of the survey.

In addition to the questionnaire, the researcher will conduct **individual interviews** with a sample of the participants. The project consent forms and information sheets will include separate checkboxes for consent to participate in the questionnaire and in the individual interviews. It is anticipated that between 10-15 participants will take part in this part of the fieldwork. If more students provided signed personal and parental/guardian consent to participate in the interviews than required, all volunteers will be thanked for their interest and a random sample of the volunteers will be invited to participate in the interview. The interview will provide a qualitative perspective on the research questions and will allow the researcher to seek clarification regarding some of the responses that emerged from the questionnaire. The semi-structured interviews, adapted from the interview schedule designed by Researcher A, will therefore further address [describe the topic here] and will again include questions such as [provide some sample questions here], allowing participants a free response. It is anticipated that the interviews will last between 30 minutes and one hour. The interviews will be audio recorded and transcribed by the researcher. All identifying information of the individual or the school will be removed during the transcription process. The interview will be conducted at school, during school hours, and at a time that suits the participants and that does not cause any disruption to their formal studies.

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| **1.4. Please answer the following questions in relation to your proposed research. Questions (b), (c) or (d) will require detailed explanations if answered ‘yes’ and will be referred for additional scrutiny by the REC or Trinity REPC. Answering ‘Yes’ to (e) will require a separate application to the relevant HSE REC and must comply with HRB regulations regarding explicit consent.** | **Please tick** | |
| **Yes** | **No** |
| a. Does the research involve work with children (under-18) or vulnerable adults?  If ‘Yes’, has appropriate Garda clearance (or equivalent) been obtained (include details)? | X |  |
| X |  |
| Please provide the date of issue on the Certificate. | 2/2/2019 | |
| b. Could any aspect of the research give rise to any form of harm to participants, including the researcher(s)? |  | X |
| c. Could any aspect of the research produce information that could lead to criminal prosecution of the participants or others? |  | X |
| d. Is deception of the participants planned in any aspect of the research? If yes, provide details. |  | X |
| e. Does any aspect of the research involve patients (or their relatives or carers) or other users of health and social care services, the premises or facilities of such services, access to personal records or the participation of health or social care staff? |  | X |

For Level 1 and Level 2 applications ONLY

SECTION 2 – DETAILS OF PARTICIPANT SELECTION

2.1 Who are the proposed participants, e.g. teachers; students? Please indicate the method of sampling you intend to use and the approximate sample size

The study will use convenience sampling. The proposed participants for this study are the first-year students from School X, in Town Y, County Dublin. 211 students aged between 12-14 years will be invited to participate in the questionnaire and 10-15 will be invited to take part in the individual interviews.

2.2 What is your relationship with them? (If you are in a position of authority, for example, indicate how you will deal with the potential influences of such a relationship.)

I am a teacher at the school of the students that I hope to invite to participate in the study. I have agreement from the school principal that I will not teach first year students this year so I will not be the class teacher for any of the students who are invited to participate.

Students will be made aware that participation in entirely voluntary and that they may withdraw from the study at any time, without having to give a reason and without prejudice. Students will be made aware that there is no extra credit or course material incentive for partaking in this study. Students will be made aware that they may talk to the researcher or an independent party about the project if they wish.

2.3 Who is the gatekeeper(s) (e.g. school principal) for this study (if applicable)? What is the relationship, if any, between the gatekeeper and the prospective participants?

The school principal and board of management will provide consent for the study to be conducted in the school. However, they will have no role in recruiting the students.

2.4 What are the primary location(s) for data collection? Specify address of

classroom, participant’s home, laboratory, place of convenience, etc.

The data will be collected in the student home classroom in School X, Town Y.

2.5 Describe exactly how participants will be recruited. Include what steps you will take to access the sample, specifying details of people who will be contacted, how they will be contacted, during this process.

Recruitment for this study will be voluntary among first year students at School X and Y. Following consent from school management (see attached principal information sheet and consent form), the nature of the study will be described in detail by the researcher to potential student participants during their form class time. It will be made clear that students are not obliged to participate in any aspect of the study and that they can withdraw at any time without having to give a reason and without prejudice. Interested students will then be presented with an information sheet for themselves and their parents/guardians (see attached student and parent/guardian information sheet) and invited to participate in the questionnaire and the interview components of the study. They will be asked to return the signed student and parent/guardian consent form after a week if they are willing to participate in the research. Signed student and parental/guardian consent forms (see attached information sheets and consent forms for students and parents/guardians), will be required before commencing their involvement in the research.

The project consent forms and information sheets include separate checkboxes for consent to participate in the questionnaire and in the individual interviews to allow students to participate in one or other or both or neither of the study parts. It is anticipated that between 10-15 participants will take part in the individual interviews. If more students provide signed personal and parental/guardian consent to participate in the interviews than are required, all volunteers will be thanked for their interest and a random sample of the volunteers will be invited to participate in the interview.

2.6 Best and common ethical practice involves ensuring informed consent is obtained from the research participants. How will you ensure informed consent is obtained from the research participants? Give details of who will take consent and how it will be done. Please attach a copy of invitation letter, consent form and participant information leaflet for each participant group.

***See guidelines on how to prepare these documents: and adapt [sample consent forms here](https://www.tcd.ie/info_compliance/data-protection/assets/docs/TCD_Consent%20Form_Template.docx) accordingly to suit your study and participants.***

As noted above, the consent process will begin with seeking permission from the school management to conduct the study (see attached principal information sheet and consent form). Following this, the researcher will undertake the consent process for the study. The nature of the study will be described in detail by the researcher to potential student participants during their form class time. It will be made clear that students are not obliged to participate in any aspect of the study and that they can withdraw at any time without having to give a reason and without prejudice. Interested students will then be presented with an information sheet for themselves and their parents/guardians (see attached student and parent/guardian information sheet) and invited to participate in the questionnaire and the interview components of the study. They will be asked to return the signed student and parent/guardian consent form after a week if they are willing to participate in the research. Signed student and parental/guardian consent forms (see attached information sheets and consent forms for students and parents/guardians), will be required before commencing their involvement in the research.

The project consent forms and information sheets include separate checkboxes for consent to participate in the questionnaire and in the individual interviews to allow students to participate in one or other or both or neither of the study parts. It is anticipated that between 10-15 participants will take part in the individual interviews. If more students provide signed personal and parental/guardian consent to participate in the interviews than are required, all volunteers will be thanked for their interest and a random sample of the volunteers will be invited to participate in the interview.

2.7 What is the time interval between giving information and seeking consent? During this time prospective participants should receive a letter of invitation, PIL and Consent Form to consider. It is recommended that a period of seven days be provided for reflection. If less than this, please justify.

Invited participants have 7 days to consider their participation in the study

2.8 Will the participants be from any of the following groups (tick as appropriate)

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| --- | --- | --- |
|  | **INVOLVEMENT** | |
|  | **YES** | **NO** |
| Children under 18 years of age | **X** |  |
| Adults with learning disabilities |  |  |
| Adults with communication difficulties |  |  |
| Adults who are unconscious or very severely ill |  |  |
| Adults who have a terminal illness |  |  |
| Adults with mental illness |  |  |
| Adults suffering from dementia |  |  |
| Prisoners |  |  |
| Young Offenders |  |  |
| Those who could have been considered to have a particularly dependent relationship with the investigator, e.g. those in care homes, students |  |  |
| Other groups who may be considered vulnerable (Please specify below) |  |  |

2.9 If participants are to be recruited from any of the potentially vulnerable groups listed please provide details of:

1. The extra steps taken to ensure that participants from any of these vulnerable groups are as fully informed as possible about the nature of their involvement

As indicated above, I will describe the research project to the students outside of normal class time. This introduction to the project and the student information leaflet (attached) use Plain English guidelines to ensure the language is accessible. I will emphasise that students choose to participate or not without any reason or prejudice. I have clearly set out in the information sheets what participation involves (the nature and duration of participation and samples of the kinds of questions that will be asked). The students will be offered the time and space to ask questions about the research and what participation means prior to giving consent to participation.

1. Who will give consent?

The school principal and the board of management will be asked to give consent to the study being carried out in the school before any participants are contacted.

As the participants are under 18, both parents/guardians and students must give consent to participation in the study prior to any data collection taking place.

1. How consent will be obtained (e.g. will it be verbal, written or visually indicated?)

Written consent is indicated with an original signature.

1. When consent will be obtained

The consent process will begin in October 2019 with the letter to the principal and board of management. Potential participants will be invited to participate in November-December 2019. Data collection is scheduled to begin in January 2020. No data will be collected before the consent process is complete and signed consent is provided by parents/guardians and students who wish to be involved.

1. The arrangements that have been made to inform those responsible for the care of the research participants of their involvement in research

Information sheets and consent forms (also following Plain English guidelines) have been developed for the parents/guardians of students (see attached). They set out fully the nature and duration of participation as well as providing indicative questions that will be asked. Data will only be collected from students where there is a signed consent forms from the parent/guardian and the student.

The Research Ethics Committee may require the applicant to contact [researchDPO@tcd.ie](mailto:researchDPO@tcd.ie) to complete a [DPIA](https://www.tcd.ie/info_compliance/data-protection/assets/docs/TCD_DPIA_Research_Template_V.02.docx) in some instances.

**2.10. Final Consent checklist**

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| **Please complete the checklist below to confirm you have considered all ethical aspects of consent.**  **(Note that the consent forms must accompany this application; any omission or inadequacy in detail will result in a request for amendments).** | **Please tick** |
| I have attached the consent documents (consent form(s) and participant information leaflet (PIL)) for **all research participant groups** which are **accessible** to the target participant audience (e.g. children, participants with unmet literacy learning needs, etc). | yes |
| The consent documents clearly inform possible participants that **participation is voluntary** and that the participant has the **right to cease participation** at any time without giving a reason and without prejudice | yes |
| The consent documents give assurances that the data collection (questionnaires, interviews, tests etc.) will be carried out in a **sensitive and non-stressful** manner. | yse |
| Each consent form and PIL has full **contact details** of the **researcher** (and of the **supervisor** for student applications) and, where personal data is to be collected, the **Data Protection Officer** (see 3.7) to enable prospective participants to make follow-up inquiries. | yes |
| The consent documents has **full details, in plain non-technical language**, of the purpose of the research, the proposed role of the person being invited to participate, the research instruments (e.g. tests, interviews, questionnaires) with indicative questions if appropriate and the expected duration of participation | yes |
| The consent documents have full details of the **purposes to which their data** (in all their forms: text, oral, video, imagery etc) **will be put**, including for research dissemination purposes and require informed consent for **each** purpose and each form of data | yes |
| The consent documents explain how the **anonymity, where appropriate**, of the participants will be ensured and operationalised | yes |
| The consent documents explain **how participant data** in all its forms (e.g. paper forms, recordings, etc) **will be protected**, including how it will be stored and for how long and how it will be ultimately destroyed. | ysey |
| The consent documents clearly state **up to what point a participant can withdraw their data** from a study, e.g. up until the data is irrevocably anonymised or until analysis or publication of the data findings. | yes |
| Please include here any other comments you wish to make about the consent form(s) | n/a |

**SECTION 3 – CONFIDENTIALITY AND DATA PROTECTION**

**3.1 Does this study involve collecting, using, accessing or sharing personal data[[1]](#footnote-2)?**

**Yes  No**

If NO, please go to section 4.

If YES, please list[[2]](#footnote-3) all categories of personal data.

Please see checklist on secure storage available [here.](https://www.tcd.ie/ITSecurity/gdpr/checklist.php)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Data** | **Justification:**  **Why do you need the data?** | **Data Format** | **Technical and Organisational Controls** | **Identifiable coded, or anonymised** |
| Written consent | Method for indicating consent | *Paper and scanned pdf* | Paper forms will be scanned into digital form. The original paper forms will be shredded. The file containing the digital forms will be uploaded to Blackboard ethics module where it will be securely stored and archived for 7 years. It will be accessible only to me and the School Ethics Committee and administrator | *Identifiable* |
| Audio recordings | Data collection method for interviews | *Digital copy* | The audio recordings will be recorded directly onto my computer which is encrypted.  The audio file will be password protected once it is saved.  The audio files will be kept on my local machine with this double encryption (file password protection and machine encryption).  I will transcribe the interviews removing any names or identifying comments during transcription.  The original audio recordings will be stored securely as noted above and deleted 13 months after completion of the examination process for the thesis | *Identifiable* |
| Transcriptions | Transcripts of interviews for analysis | Digital copy | The transcripts will contain the participant’s name for the 2 weeks when participants can review their data. They will be pseudonymized for this time period but apart from the name will have all identifiers scrubbed from the transcript (e.g. names, school name, location, etc.).  The files will be stored in the same way as the audio files: on my local machine with double encryption (file password protection and machine encryption).  After the time period for review has passed, the files will be anonymized by deleting the names from the file. | *Identifiable and then anonymised* |

**3.2 Does the study involve collecting, using, accessing or sharing sensitive data[[3]](#footnote-4)?**

**Yes  No**

If NO, please go to question 3. 3.

If YES, please list all categories of the sensitive data collected.

Please see checklist on secure storage available [here.](https://www.tcd.ie/ITSecurity/gdpr/checklist.php)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Data** | **Justification:**  **Why you need the data?** | **Data Format** | **Technical and Organisational Controls** | **Identifiable coded, or anonymised** |
| *EXAMPLE:*  *Interview sheet* | *Method of research* | *Soft copy form* | *Stored in encrypted format on local machine which is also encrypted* | *Pseudonymised (code given to each individual). PI has the key* |

3.3 Who determines how and why the personal and/or sensitive data is used?

(Data Controller[[4]](#footnote-5) or Joint Data Controllers)

|  |
| --- |
| Provide Details:  TCD is the data controller |

3.4 Will the personal and/or sensitive personal data be shared with any third parties[[5]](#footnote-6)?

If **YES,** provide details including information on the contractual arrangements in place.

If **NO**, please go to question 3.5

This list should include all Data Processing Agreements with external laboratories, Cloud-based Solutions Agreements etc., and any and Data Sharing Agreements with Collaborators.

Please contact [researchDPO@tcd.ie](mailto:researchDPO@tcd.ie) if you need assistance with agreements and/or for any transfer outside EEA ( including England, Wales, Scotland or Northern Ireland).

|  |
| --- |
| No. Only the research supervisor and examiners can have access to the data upon request  **Provide Details:** |

3.5 How long will you retain the personal data? Please see good [research practice guide](https://www.tcd.ie/dental/research/research-ethics/TCDGoodResearchPractice.pdf) for guidance on retention of research data. Your school should be able to advise on best practice.

|  |
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| **Provide Details:**  **Hard copy consent forms** (Original paper copies) Until they are scanned and shredded (approximately 1 week after collection)  **Scanned consent forms** (Digital files) 7 years (archived through Blackboard)  **Audio recordings** (Digital Files) 13 months after completion of the thesis examination process.  **Pseudonymised transcripts** Digital Files Retained for the transcription period and the 2-4 week period while participants may review their data and then fully anonymized. |

3. 6 Will the personal data be fully anonymised or deleted after it is no longer necessary?

|  |
| --- |
| **Yes**  **See** [**advice**](https://www.tcd.ie/itservices/security/data-disposal.php) **on secure data disposal**  **Provide Details:**  The consent forms will be collected and held in a locked drawer until the full set can be scanned together. I will shred the originals. The scanning and shredding will happen in my school administration office where shredding services are available.  The survey will be anonymised at the point of data collection: 1) no identifying information will be included in the questionnaire questions; 2) the researcher will not observe the participants as they complete the questionnaires, surveys, scales. For this reason, there is no personal data retained in this case.  The audio recordings will be accessed and processed during transcription. No modifications will be made to the audio files themselves. Interview participants’ identities will be anonymised by randomly assigning pseudonyms in the transcripts and removing any identifying information from transcripts if relevant. Pseudonyms will be used for the school name and address so that they will not be identifiable in what is written. In this way, responses will not be attributed to individuals.  The audio recordings will be stored as set out above until 13 months after completion of the thesis examination process and then the digital files will be deleted. |

3.7 How will you inform participants of their rights under GDPR[[6]](#footnote-7)?

Please note that the DPO’s contact details must be included on any information leaflet or privacy notice if you are using personal data for your research.

**Email:**[dataprotection@tcd.ie](mailto:dataprotection@tcd.ie)  
**Post:**  
Data Protection Officer  
Secretary’s Office,  
Trinity College Dublin,  
Dublin 2,  
Ireland

Please use the template information leaflet available here as the basis of your privacy/information leaflet.

|  |
| --- |
| **Provide Details:**  The data subject rights are addressed in the participant information leaflet (PIL). The rights to access, rectification, erasure, portability and to object to processing are addressed in relation to the interviews where participants are offered a copy of their data and the opportunity to view, amend, withdraw their interview transcript data for a specific time period after the transcriptions are complete.  In the information leaflet the participants are informed that the anonymised survey data that these rights do not apply as the data is anonymised at source.  The right to object to profiling is not relevant in this study as no profiling is conducted therefore this right is not addressed in the PIL.  Confidentiality and anonymity will be assured for all participants. Neither the participants nor the school will be named in the final thesis or associated publications. |

SECTION 4 – OTHER ETHICAL ISSUES INCLUDING RISK, BENEFIT AND HARM

4.1 Will individual or group interviews/questionnaires discuss any topics or issues that might be sensitive, embarrassing or upsetting. If Yes, give details of procedures in place to deal with these issues. Give specific names of counselling or other support services that might be offered to participants.

No. This study does not touch on such issues.

4.2 Is it possible that criminal or other disclosures requiring action could take place during the study. If yes, please provide specific detailed procedures in place to deal with these issues and who will be informed if disclosures occur. Please list below details of any support services to be offered to participants (if applicable). This information needed to be also included in the participant information leaflet.

The potential for the disclosure of illegal activity is very low in this research and it is not anticipated. If this does occur, the data will be excluded from the dataset and the relevant authorities will be notified. In any case, all participants will be informed at the point of data collection at the latest regarding disclosing illicit activity: “In the extremely unlikely event that illicit activity is reported I will be obliged to report it to appropriate authorities.”

4.3 Are there any circumstances that might give rise to security concerns for participants or researchers? If yes, please provide an account of procedures in place to deal with these issues and/or mitigate any risks

There are no known security concerns beyond those encountered by participants and the researcher in everyday life.

4.4 Are there any conflicts of interest where data might be critical of working practices, people etc. If yes, please provide an account of specific procedures in place to deal with these issues.

There are no known conflicts of interested associated with this research project. Participants may be critical of current practice in this area. The research findings may highlight how current practices in the data collection location diverge from recognised best practice. If this occurs, the researcher will report this in a professional, constructive manner.

4.5 What (if any) is the potential for benefit for research participants? Please outline only the direct benefits

None

4.6 Will payment be made to research participants? NO

|  |  |  |
| --- | --- | --- |
| YES | NONE OTHER THAN MINIMAL EXPENSES TO COVER TRAVEL COSTS ETC | NO |

4.7 If you answered YES to question above, please specify for what purpose the payment will be made and the amount to be provided to each participant.

**4.8** **Are there any further ethical issues or problems which may arise with the proposed study and what steps will be taken to address these?**

This study does not present any other clear ethical issues.

**If you have any further comments or notes in relation to any aspect of your application (e.g. funding and relevant ethical issues), please outline them here:** No other comments

Appendix A: Principal Information Sheet and Consent Form

Appendix B: Student Information Sheet and Consent Form

Appendix A: Parent Information Sheet and Consent Form

1. Personal data is information which can identify a person. In particular: a name, address, email, telephone number, an identification number, location data, an online identifier, an IP address, an audio or video recording, a photograph where a person can be identified, a code key linking back to identifiable data etc. Please note that pseudonymised data is personal data under GDPR. Pseudonymised data means data which cannot be attributed to an individual without the use of additional information which is kept separately. ( i.e. a key) . It is sometimes referred to as ‘coded data’. Please note that in order to be considered personal data in our hands, Trinity must hold the key. [↑](#footnote-ref-2)
2. If using Personal data. Records must be kept pursuant to Article 30, GDPR; <https://gdpr-info.eu/art-30-gdpr/> [↑](#footnote-ref-3)
3. Sensitive personal data means personal data, which poses a higher risk to the individual. It includes personal data revealing racial and ethnic origin, political opinions, religious or ideological convictions, trade union membership, criminal convictions and offences, genetic, biometric (photos, videos, audio etc.) data concerning physical or mental well-being , information relating to education, professional training employment and career history, questionnaires, Information relating to the family of the individual and the individual’s lifestyle and social circumstances. [↑](#footnote-ref-4)
4. *Employees and students of TCD are not data controllers. TCD is the data controller for the institution**. However, if other institutes jointly decide how and why the data will be used, they should also be noted as controllers here.*  [↑](#footnote-ref-5)
5. Third parties could be collaborators (institutes/industry) or service providers (transcribers, cloud storage etc.) [↑](#footnote-ref-6)
6. Under GDPR, these include:

   * right of access;
   * right to rectification;
   * right to erasure;
   * right to object to processing based on legitimate or public interest;
   * right to data portability;
   * right to object to profiling or making decisions about individuals by automated means?

   [↑](#footnote-ref-7)