



Research Ethics Guide for Master Students at SBE

SBE Research Ethics Review Board
Version: October 2021



VRIJE
UNIVERSITEIT
AMSTERDAM

School of Business
and Economics

OUTLINE

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BACKGROUND:

- In 2018, the [Netherlands Code of Conduct for Research Integrity](#) was adopted.
- This instrument calls for the ethical handling of data on human subjects i.e., research should deal with data from human individuals in an honest, transparent, scrupulous, independent and responsible manner.
- The Netherlands Code of Conduct for Research Integrity guides the work of the SBE Ethical Review Board.

SBE ETHICAL REVIEW BOARD (ERB)

- The [Ethical Review Board](#) (ERB) consists of a Chairman, 5 board members and a secretary. The chairman and board members are all professors of business or economics at SBE.
- The ERB:
 - > ensures that research at SBE that uses data on human subjects is in line with institutional, national and international ethics regulations and legal requirements.
 - > reviews research proposals and issues statements declaring that the proposals are in line with the guidelines for research involving human subjects.
 - > promotes ethical research practices at SBE.

SBE ETHICAL REVIEW BOARD (ERB)

↓ Research Ethics and Integrity

The Vrije Universiteit Amsterdam fosters scientific integrity and endorses the [Netherlands Code of Conduct for Research Integrity](#) that calls for honesty, scrupulousness, transparency, independence, and responsibility. One important aspect of scientific integrity is dealing with human subjects in an ethically acceptable and responsible way. A human subject is a person that partakes in, or is subject to, research in which data on or from this person are being collected. This includes, for instance, people that might be representing themselves or the interests of others (e.g. an organization) in an experiment, interview, survey, online data source and observational study.

The SBE Ethical Review Board ensures that research involving human subjects is carried out in compliance with relevant institutional, national and international ethics regulations and legal requirements. The main instruments that guide the work of the Ethical Review Board are the:

- [SBE Research Ethics Regulations for Researchers](#)
- [Netherlands Code of Conduct for Research Integrity](#)

The Ethical Review Board currently consists of the following persons:

Chair: prof. dr. Harmen Verbruggen (Spatial Economics)

Members: prof. dr. Martijn van den Assem (Finance), dr. Femke van Horen (Marketing), dr. Menusch Khadjavi Pour (Spatial Economics), dr. Maura Soekijad (KIN), dr. Maria Tims (Management & Organisation).

Secretary: dr. Kacana Khadjavi Pour (SBE Research Office)

The Ethical Review Board can be contacted via email at erb.sbe@vu.nl

Ethics Review Procedure

SBE requires all researchers, PhD candidates and master students to apply for an ethics review for studies that process data on human subjects.

The ethics review is applicable to research projects that are not medical or clinical in nature. All research projects that are medical or clinical, for example, projects that involve the collection of human biological samples or surgical intervention should be reviewed for ethics by the [Medisch-ethische toetsingscommissie](#) at the VU University Medical Center Amsterdam.

Ethics review applications should be submitted before the start of a project. The ethics review procedure consists of two steps:

SBE RESEARCH ETHICS REGULATIONS

- The new [SBE Research Ethics Regulations for Researchers](#) were updated in June, 2020 to make the submission of ethics reviews mandatory for all researchers.
- From the 2021/2022 academic year, submission of ethics reviews are mandatory for all master students at SBE.
- These slides provide a guide on how the SBE Research Ethics Regulations for Researchers will be applied to master students.

ETHICS ISSUES (1)

- Master Students should consider the following issues prior to the submission of an ethics application

Issue	Advice
Use of personal data i.e. data that is collected from identified or identifiable natural, living persons such as names, email and home addresses and location data. Different pieces of indirect information, which collected together can lead to the identification of a particular person, also constitute personal data e.g. a participant number that is or can be linked to a name or e-mail address	Anonymization or pseudonymisation of the data should be accomplished as early as possible during the research project. Personal data should be stored on a secure location such as on a password protected device with encryption.
Use of special personal data (e.g. religious and philosophical beliefs, trade union membership, biometric data, genetic data, data on sexual orientation or sex life, racial or ethnic origin, health data and political stands) and personal sensitive data (e.g. grades and finances)	Unless special and sensitive personal data are necessary for the research, students should revise study designs. If necessary for research, students and their supervisors should contact ERB. Anonymization or pseudonymization and secure storage of data should be guaranteed

ETHICS ISSUES(2)

Issue	Advice
Use of deception or withholding of information about the research project	Transparency and sharing of complete and correct information with subjects is essential. If withholding information is necessary for research, students and their supervisors should contact ERB.
Involuntary participation in research	All participation should be voluntary. Revise study if this is not the case.
Lack of consent to participate in the study	Consent should always be given for participation in a study, see definition . Revise study if informed consent is not possible.
Risks, harm or negative consequences due to participation in the research	No risks should be imposed on subjects from participation. Revise study if this is the case. Examples of risks or harm to subjects include: physical harm, loss of privacy, unforeseen side effects, emotional distress or embarrassment, monetary costs and physical discomfort (Barrow, Brannan & Khandar, 2020).
Subjects exposure to distressing stimuli (e.g. through pictures, videos, audio or text).	Subjects should not be exposed to stimuli that can be distressing, age-inappropriate or offensive. Revise study if this is the case.

ETHICS ISSUES(3)

Issue	Advice
Age and mental capability of subjects	<p>Subjects should be adults and mentally capable. Students and supervisors should contact ERB if it is necessary to work with minors or vulnerable groups. Children under 18 are considered as minors, exceptions are made for students aged 17 who may also as adults.</p> <p>Vulnerable subjects are those who are in a position of dependence (whether psychological, social, economic, political, or otherwise), easily stigmatised, discriminated against, prosecuted, or met with violence. Examples of vulnerable populations include refugees, homeless people, terminally ill people, people engaged in substance abuse, ethnic minorities that are discriminated against</p>

- Whenever possible, students are advised to deal with ethics issues by revising their study designs and data. For example, questions on ethnicity or religion can be omitted if not necessary for the thesis research.

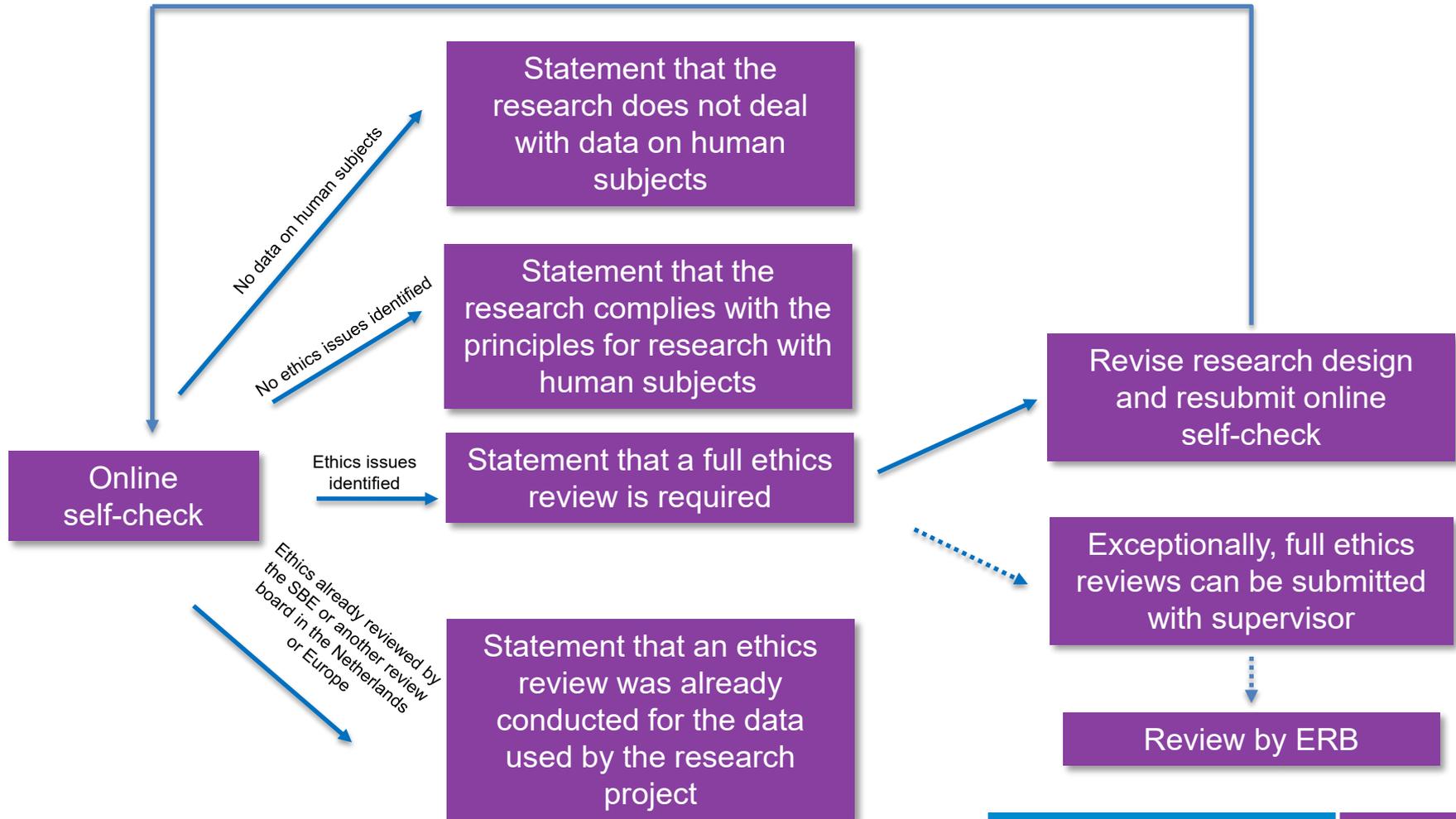
ETHICS FOR MASTER STUDENTS

- From the 2021/2022 academic year, master students will be required to have their master thesis proposals reviewed for research ethics.
- This will be done using an [online self-check](#) tool that has been developed for SBE students.
- Supervisors will receive email reports of the ethics check after they have been completed by students.

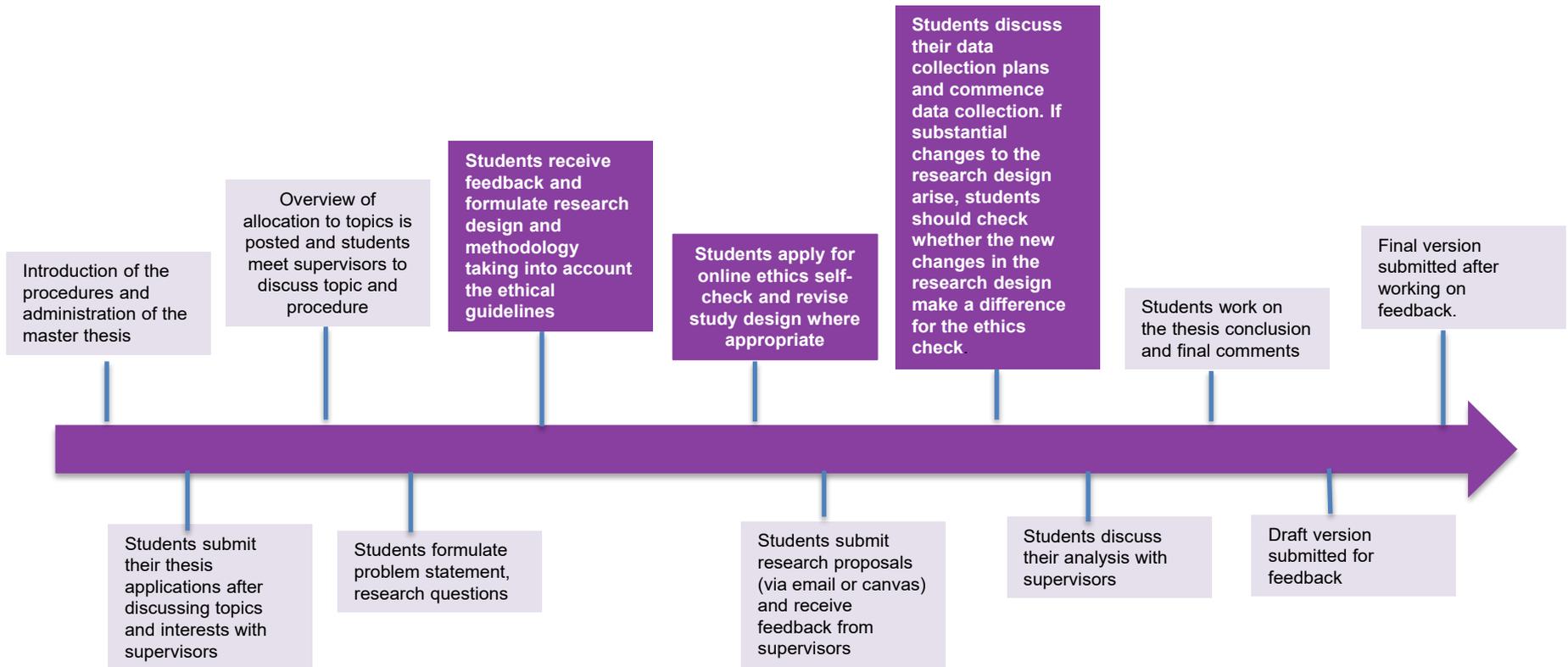
ETHICS FOR MASTER STUDENTS

- Upon completion of the [online self-check](#), the ERB will issue statements that report that the master students' research proposals:
 - > comply with the principles for research involving human subjects.
 - > do not involve data on human subjects and thus an ethics review is not required.
 - > involve data that has already been reviewed for research ethics by the SBE ERB or a different ethics review board in the Netherlands or Europe.
- Students whose research proposals do not comply with the principles for research involving human subjects will have to revise their research design (or in exceptional cases apply for a full ethics review with their supervisors).

ETHICS FOR MASTER STUDENTS



THESIS TIMELINE



NB: The specific timeline might vary across thesis programs.

ETHICS SELF-CHECK



First name:

Last name:

Supervisor name (first name, last name)

Supervisor Email:

Department:

VUnet ID:

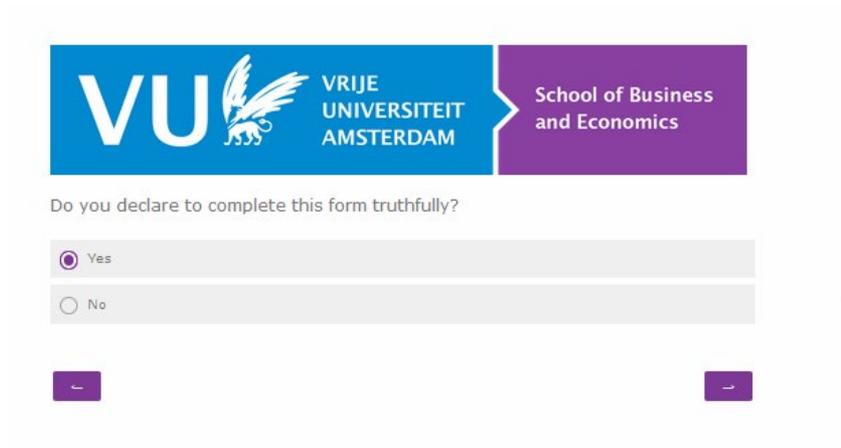
Involved researchers:

Please provide name, affiliation and role.

In case someone is from outside the VU: please also provide email address.

Students should ensure that their supervisors name and email are correctly entered since supervisors will automatically receive an email with a report of the application

ETHICS SELF-CHECK



The screenshot shows the top section of an ethics self-check form. On the left is the VU logo (Vrije Universiteit Amsterdam) with the year 1555. On the right is the text 'School of Business and Economics'. Below the logos is the question 'Do you declare to complete this form truthfully?'. There are two radio button options: 'Yes' (which is selected) and 'No'. At the bottom of the form, there are two purple buttons with white arrows pointing right, likely for navigation.

The form can only be submitted if answered truthfully. Students can still make minor changes to their research after the self-check. e.g. changing research methodology or the way particular variables or questions are analyzed.

However, students will be required to submit a new application, for fundamental changes to the research design such as changes in the data used or main research questions that could impact the compliance of their research with the ethics guidelines.

ONLINE ETHICS SELF-CHECK



Title of research project:

Master Thesis at the School of Business and Economics

(Estimated) starting date:

September 2021

Briefly describe the research project including its objectives (approximately 5 sentences):

This thesis aims to investigate the impact of In order to address this question, we will draw on data from a survey, qualitative interviews, observations etc collected from
We will analyze the following variables.....

Does the research project involve (data on) human subjects?

Yes
 No

The self-check should be completed before the data collection phase of the thesis.

The starting date should be the date when the master student began to work on the research proposal.

Responses to all open ended questions should be kept as brief as possible

ETHICS SELF-CHECK



VRIJE
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and Economics

Title of research project:

Master Thesis at the School of Business and Economics

(Estimated) starting date:

September 2021

Briefly describe the research project including its objectives (approximately 5 sentences):

This thesis aims to investigate the impact of In order to address this question, we will draw on data from a survey, qualitative interviews, observations etc collected from
We will analyze the following variables.....

Does the research project involve (data on) human subjects?

Yes

No

A human subject or participant is a person that partakes in, or is subject to, research in which data on or from this person are being collected. This includes for instance people that might be representing themselves or the interests of others or an organisation in an experiment, interview, survey, online data source and observational study.

Data can be collected at the individual, group, community or organisation level. Aggregated data on human subjects such as population figures are not considered as data on human subjects.

If no data on human subjects is used, the online self-check will end after this question and a statement that an ethics review is not required will be issued. Supervisors will be notified of this outcome via email.

ETHICS SELF-CHECK



Briefly describe the nature of the target group of subjects/participants:

Is the study medical in nature (e.g. measurements of blood pressure or heart rate, sampling of saliva)?

A study is medical when it concerns a medical topic and a physical or behavioural intervention takes place.

Yes

No

Will new data be collected in this study (experimental set-up, surveys, observations, etc.) or will existing data be used?

New data

Existing data

Both

Medical studies are not reviewed by the ERB and should be submitted to the [Medical Ethical Review Board](#).

Please note that the ethics implications for new and existing data are different. Explanations for new and existing data are presented in the next slides.

ETHICS SELF-CHECK (NEW DATA)



Are all subjects adult (18 years or older)?

Note 1: 17-year-old students are in this case considered adult as well.

Note 2: In case of studies with children younger than 12 years, a letter of consent shall be signed by the legal representative of the child. In case of studies involving children between 12 and 18 years old, the letter of consent will be signed by both the child and the legal representative.

- Yes
- No
- No, but parents/caregivers will (also) give active informed consent

Are all subjects capable of judgment?

Subjects should not lack the capacity to act rationally by virtue of being under age or because of a mental disability, mental disorder, intoxication or similar circumstances.

- Yes
- No
- Uncertain

For children younger than 12 years, written informed consent is required from their legal representatives or parents.

Children that are 12 years and older, are required to sign the letter of consent together with their legal representatives.

A template for a letter of consent can be obtained from the SBE ERB (sbe.rerb@vu.nl).

ETHICS SELF-CHECK (NEW DATA)



Are all subjects adult (18 years or older)?

Note 1: 17-year-old students are in this case considered adult as well.

Note 2: In case of studies with children younger than 12 years, a letter of consent shall be signed by the legal representative of the child. In case of studies involving children between 12 and 18 years old, the letter of consent will be signed by both the child and the legal representative.

- Yes
- No
- No, but parents/caregivers will (also) give active informed consent

Are all subjects capable of judgment?

Subjects should not lack the capacity to act rationally by virtue of being under age or because of a mental disability, mental disorder, intoxication or similar circumstances.

- Yes
- No
- Uncertain

All subjects should be mentally competent and capable of judgement if they participate in the study.

Students whose proposals include subjects incapable of judgement such as subjects whose judgement is impaired due to mental disabilities or substance abuse should revise their study design. If this is not possible they should work with their supervisors on a full ethics application.

In case of a mentally incompetent participant, informed consent is obtained from the legal representative

ETHICS SELF-CHECK (NEW DATA)

Are the subjects in any way vulnerable?

E.g. refugees, persons with drug or alcohol problems, terminally ill persons.

Yes

No

Uncertain

1. Will all subjects (or their legal representatives) give active informed consent that meets the following criteria?

- a. Information will be provided in clear language for the target audience.
- b. Information about the nature, content, procedures and risks of the study will be sufficient to let the subject consider his/her consent adequately.
- c. The purposes of data collection and use will be clearly described.
- d. Consent will include a statement that identifiable personal information of the subject will not be passed to a third party without consent.
- e. Consent will be given voluntarily.
- f. Subjects will be entitled to refuse or withdraw from participation without negative consequences for them.
- g. Contact details of the researcher(s) will be provided.

Yes

No, but the study entails observations in public space (e.g. street, campus)

No, but the study entails research within groups or organizations

No

If vulnerable subjects are key to the master thesis research, master students and supervisors will be required to submit a full ethics review explaining the necessity of the research.

Vulnerable subjects are those who are in a position of dependence (whether psychological, social, economic, political, or otherwise), easily stigmatised, discriminated against, prosecuted, or met with violence.

Examples of vulnerable populations include refugees, homeless people, terminally ill people, people engaged in substance abuse, ethnic minorities that are discriminated against.

ONLINE ETHICS SELF-CHECK (NEW DATA)

Are the subjects in any way vulnerable?

E.g. refugees, persons with drug or alcohol problems, terminally ill persons.

Yes

No

Uncertain

1. Will all subjects (or their legal representatives) give active informed consent that meets the following criteria?
 - a. Information will be provided in clear language for the target audience.
 - b. Information about the nature, content, procedures and risks of the study will be sufficient to let the subject consider his/her consent adequately.
 - c. The purposes of data collection and use will be clearly described.
 - d. Consent will include a statement that identifiable personal information of the subject will not be passed to a third party without consent.
 - e. Consent will be given voluntarily.
 - f. Subjects will be entitled to refuse or withdraw from participation without negative consequences for them.
 - g. Contact details of the researcher(s) will be provided.

Yes

No, but the study entails observations in public space (e.g. street, campus)

No, but the study entails research within groups or organizations

No

Voluntary and active informed consent (i.e. the subject performs an action to confirm their participation and evidence of this action had been well documented) is required for all studies.

If the research project occurs in a group or organization, consent should be obtained from the head of the group or organization. In addition, personal consent is recommended if information is obtained directly from individuals within the organization or group.

Research in public spaces is permitted if individual privacy is not violated.

When uncertain about how to obtain informed consent, please refer to tips given on the [last slides](#) and contact the SBE ERB (rerb.sbe@vu.nl) with questions.

ETHICS SELF-CHECK (NEW DATA)



Does the study involve methods of deception, e.g. because the awareness of the real purpose of the study would influence the subjects behavior?

- Yes
- Yes, and the participants will be debriefed about the real purpose of the study after participation
- No
- Uncertain

Will subjects be exposed to stimuli (e.g. pictures, text) that can be distressing, offensive or age-inappropriate?

- Yes
- No
- Uncertain

Does the study pose potential risk or harm to the subjects during or after the research?

- Yes
- No
- Uncertain

Research should always be conducted in a transparent manner where the research aims, goals and methodology are clearly explained to subjects.

Sometimes, information might be withheld from subjects because subjects' knowledge of the research questions may bias the research outcome. In these cases, subjects should be provided information after their participation but not later than the end of data collection. Subjects should also be offered the right to withdraw their data.

Deception in any form (e.g. not providing true information or providing false information about the researchers' identities, objectives or research questions) should not be employed.

Masters students and their supervisors should contact the ERB in case they need to withhold information or plan to use deception techniques

ETHICS SELF-CHECK (NEW DATA)



Does the study involve methods of deception, e.g. because the awareness of the real purpose of the study would influence the subjects behavior?

- Yes
- Yes, and the participants will be debriefed about the real purpose of the study after participation
- No
- Uncertain

Will subjects be exposed to stimuli (e.g. pictures, text) that can be distressing, offensive or age-inappropriate?

- Yes
- No
- Uncertain

Does the study pose potential risk or harm to the subjects during or after the research?

- Yes
- No
- Uncertain

Subjects should not be exposed to stimuli that can be distressing such as pictures and text.

Participation in the study should not pose any risk, harm or negative consequences on the subjects.

In case this is necessary for the research and the research design cannot be adjusted, the master students and their supervisor need to contact the **ERB**.

ETHICS SELF-CHECK (NEW DATA)

Do you provide subjects with excessive or inappropriate incentives?

Incentives (e.g. payments or EC's) should not override the voluntary participation in a study. However, providing a small reward - for example to increase survey response rates and therefore improve the study - is often ethically allowed. In any case, make sure to have a justification on why and how you provide incentives to the participants.

Yes

No

Uncertain

Does the study involve processing of social security numbers (BSN)?

If Yes or Uncertain: Adapt the study design. It is forbidden by law to collect social security numbers for research purposes.

Yes

No

Uncertain

Does the study involve processing of so-called special* personal data that can be traced back to an individual?

**Special personal data are: information about subjects'race or ethnicity, political opinion, religion or ideology, union membership, health, sexual behavior, genetic or biometric data.*

Yes

No

Uncertain

Compensation or incentives aimed at increasing participation can be given to subjects.

However, compensation or incentives should not be set so high that they override the voluntary participation in the study. The amount offered should also not result in inflation beyond normal levels.

The nature of these incentives and their potential risks, obligations should be clearly communicated with subjects.

ETHICS SELF-CHECK (NEW DATA)

Do you provide subjects with excessive or inappropriate incentives?

Incentives (e.g. payments or EC's) should not override the voluntary participation in a study. However, providing a small reward - for example to increase survey response rates and therefore improve the study - is often ethically allowed. In any case, make sure to have a justification on why and how you provide incentives to the participants.

Yes

No

Uncertain

It is forbidden by law to collect social security numbers for research purposes.

Does the study involve processing of social security numbers (BSN)?

If Yes or Uncertain: Adapt the study design. It is forbidden by law to collect social security numbers for research purposes.

Yes

No

Uncertain

Strict rules apply for the collection of special categories of personal data due to the European General Data Protection Regulation (GDPR), if such data is necessary for the master thesis, master students and their supervisors are requested to submit a full ethics review.

Does the study involve processing of so-called special* personal data that can be traced back to an individual?

**Special personal data are: information about subjects'race or ethnicity, political opinion, religion or ideology, union membership, health, sexual behavior, genetic or biometric data.*

Yes

No

Uncertain

Special categories of personal data include religious and philosophical beliefs, trade union membership, biometric data, genetic data, data on sexual orientation or sex life, racial or ethnic origin, health data and political stands.

ETHICS SELF-CHECK (NEW DATA)

Does the study involve processing of sensitive personal data (e.g. financial data of an individual, student grades)?

Yes

No

Uncertain

Is it possible to trace back the data to an individual person?

*If Yes or Uncertain: Please note that **anonymization or pseudonymisation** of the data should be accomplished as early as possible during the research project. Personal data should be **stored at a secure location** (e.g. VU server or ResearchDrive, not on a USB-stick or unprotected hard drive).*

Yes

No

Uncertain



Strict rules apply for the collection of sensitive personal data due to the European General Data Protection Regulation (GDPR), if such data is necessary for the master thesis, master students and their supervisors are requested to submit a full ethics review.

Examples of sensitive personal data include financial data and student grades.

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Yes

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Uncertain

Is it possible to trace back the data to an individual person?

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Yes

No

Uncertain



Unless consent has been in a non-anonymous way, it should not be possible to identify subjects from the data. Anonymization or pseudonymization should be accomplished immediately after data collection.

Secure storage should also be used for personal data. Questions on anonymization and data storage should be addressed to rdm.sbe@vu.nl

ETHICS SELF-CHECK (EXISTING DATA)

VU VRIJE UNIVERSITEIT AMSTERDAM School of Business and Economics

Has the existing data used in this study already been reviewed for ethics by the Research Ethics Review Board (RERB) at the School of Business and Economics?
For example if the data in the project was collected and submitted for an ethics review by your supervisor or other faculty member. Please ask your supervisor, if uncertain about the response.

Yes
 No

← →

If the data used in the study has already undergone an ethics review by the SBE ERB, the survey will end after this question and a report stating that an ethics review has already been conducted will be issued. Supervisors will be notified via email.

In case of uncertainty, students are requested to verify whether a review has been undertaken with their supervisors.

ETHICS SELF-CHECK (EXISTING DATA)



VU  **VRIJE UNIVERSITEIT AMSTERDAM** **School of Business and Economics**

Has the existing data used in this study already been reviewed for ethics by a review board that is not affiliated with the Vrije Universiteit?

For example if the data was collected by a national statistics agency, research institution and submitted for an ethics review by the agency responsible for the data collection. Please check with the data collection agency, if uncertain of the response. Please contact the SBE RERB (rerb.sbe@vu.nl) if the ethics review was not conducted in the Netherlands.

Yes

No

If the data used in the study has already undergone an ethics review in the Netherlands or another European country, an additional review might not be necessary.

Students are requested to conduct ethics reviews for studies whose data was not reviewed by an ethics board in the Netherlands or in Europe since requirements might differ from those in the Netherlands Code of Conduct for Research Integrity.

The SBE ERB can be contacted in case of uncertainty (rerb.sbe@vu.nl).

ETHICS SELF-CHECK (EXISTING DATA)



State the name of the ethics review board in the Netherlands that reviewed the data used in the project.

← →

If the data used in the study has already undergone an ethics review in the Netherlands or in Europe, the survey will end after this question and a report stating that an ethics review has already been conducted will be issued. Supervisors will be notified via email.

The SBE ERB can be contacted in case of uncertainty (rerb.sbe@vu.nl).

ETHICS SELF-CHECK (EXISTING DATA)



Does the data include social security numbers (BSN)?

If Yes or Uncertain: Adapt the study design. It is forbidden by law to collect social security numbers for research purposes.

Yes

No

Uncertain

Does the data include so-called special personal data that can be traced back to an individual?

Special personal data are: information about race or ethnicity, political opinion, religion or ideology, union membership, health, sexual behavior, genetic or biometric data.

Yes

No

Uncertain

Does the data include sensitive personal data (e.g. financial data of an individual, student grades)?

Yes

No

Uncertain

It is forbidden by law to collect social security numbers.

Strict rules apply for the collection of special categories of personal data due to the European General Data Protection Regulation (GDPR), if such data is necessary for the master thesis, master students and their supervisors are requested to submit a full ethics review.

Special categories of personal data include religious and philosophical beliefs, trade union membership, biometric data, genetic data, data on sexual orientation or sex life, racial or ethnic origin, health data and political stands.

ETHICS SELF-CHECK (EXISTING DATA)



Does the data include social security numbers (BSN)?

If Yes or Uncertain: Adapt the study design. It is forbidden by law to collect social security numbers for research purposes.

Yes

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Uncertain

Does the data include so-called special personal data that can be traced back to an individual?

Special personal data are: information about race or ethnicity, political opinion, religion or ideology, union membership, health, sexual behavior, genetic or biometric data.

Yes

No

Uncertain

Does the data include sensitive personal data (e.g. financial data of an individual, student grades)?

Yes

No

Uncertain

Strict rules apply for the collection of sensitive personal data due to the European General Data Protection Regulation (GDPR), if such data is necessary for the master thesis, master students and their supervisors are requested to submit a full ethics review.

Examples of sensitive personal data include financial data and student grades.

ETHICS SELF-CHECK (EXISTING DATA)

Does processing of the data pose potential risk or harm to the subjects?

E.g. combining datasets will reveal sensitive information about a subject; analyzing the data could reveal incidental discoveries; analyzing the data could have inconvenient consequences for certain subjects, etc.

Yes

No

Uncertain

The processing of data should not pose any risk, harm or negative consequences on the subjects.

Is it possible to trace back the data to an individual person?

*If Yes or Uncertain: Please note that **anonymization or pseudonymisation** of the data should be accomplished as early as possible during the research project. Personal data should be **stored at a secure location** (e.g. VU server or ResearchDrive, not on a USB-stick or unprotected hard drive). Particular attention on how you respect the privacy of the subjects should be given in your **data management plan**. VU researchers can make their data management plan via [DMPonline](#).*

Yes

No

Uncertain

Unless consent has been given, it should not be possible to identify subjects from the data. Anonymization or pseudonymization should be accomplished immediately after data collection.

Secure storage should also be used for personal data. Questions on anonymization and data storage should be addressed to rdm.sbe@vu.nl

→

GDPR AND CONSENT FOR RESEARCH

- The GDPR requires that all participants to provide consent before their personal data will be processed.
- Researchers should be able to demonstrate that consent was obtained before the study by saving the consent forms.
- Consent from minors and legally incompetent participants should be obtained from parents and legal representatives
- Consent from participants should be
 - > freely given (voluntary)
 - > informed
 - > specific
 - > unambiguous

GDPR: FREELY GIVEN CONSENT

- Voluntary or freely given consent means that the subject does not feel cornered or pressured to share their data. Subjects need to be presented with the option not to share their data e.g.

By signing this consent form (checking this box if online) you give Stichting VU your consent for processing your personal data (describe data) for the research project titled (insert title)

Participation in this research is voluntary but is not possible without your consent for processing your personal data. If you do not wish to give us your consent for processing your personal data, you cannot participate in this research.

GDPR: SPECIFIC CONSENT

- Specific consent means that the processing activities you plan with the data have been clearly explained to the subject and that the subject has been granted the opportunity to consent to these activities e.g

I understand that taking part in the study involves [...] Yes No

Here, you should describe how data will be collected and processed, for example: an audio-recorded interview, a video-recorded focus group, a survey questionnaire completed by the enumerator or respondent, etc

GDPR: INFORMED CONSENT

- Informed consent means the data subject knows your identity, what data processing activities you intend to conduct, the purpose of the data processing, and that they can withdraw their consent at any time.
- Withdrawing consent should be just as easy as the procedure needed to obtain consent.
- The request for consent should also be written in a very clear and plain language that is easy to understand.

INFORMED CONSENT EXAMPLE

Consent for processing personal data: [name of research]

By [signing this consent form] you give [Stichting VU] your consent for processing your [personal data] for [scientific research in the field of (___)].

Participation in this research is voluntary, but is not possible without your consent for processing your personal data. If you do not wish to give us your consent for processing your personal data, you cannot participate in this research.

You can withdraw your consent at any time by [description of consent withdrawal procedure]. Withdrawal of your consent does not impair the lawfulness of the processing of your personal data before the withdrawal.

[Name of organization] is committed to protecting your privacy. You can read more information about the way in which we use your personal data in the [Privacy Statement].

If you have any questions, please contact [contact details].

Name: _____
Date: _____
Signature: _____

GDPR: UNAMBIGUOUS CONSENT

- Unambiguous or active consent means an action must be undertaken to give consent so that it is clear that the subject has given consent. Silence, pre-ticked boxes or inactivity are not considered consent.
- Consent forms should be signed with a name or signature, if this is not possible due to illiteracy, anonymity purposes or because the study is administered online, a box can be marked or ticked.
- Verbal consent can be given for audio and video recordings.

A photograph of a modern, bright study area. In the foreground, a young woman with blonde hair in a bun, wearing glasses and a dark patterned top, sits at a desk by a large window, looking at a laptop. A desk lamp is positioned over her. In the background, several other students are seated at long tables, some reading books and others using laptops. The space is well-lit with natural light from the windows and modern interior lighting.

Questions about this document can be directed to
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