

# Questionnaire for ethics review

Thank you for registering your research project for review.

In this form, you will find four topics to support the following:

a) the registration of all research activities at the faculty of Theology and Religious Studies  
b) reflection on the ethical implications of your research, in accordance with The Netherlands Code of Conduct for Research Integrity. For more information on this Code of Conduct, see

<https://www.nwo.nl/en/policies/scientific+integrity+policy/netherlands+code+of+conduct+for+research+integrity>

c) if applicable, registration of the treatment of personal data within studies, in compliance with article 30 of the General Data Protection Regulation (GDPR). You can find more information on the GDPR here: [https://www.rug.nl/research/research-data-management/data\\_protection-gdpr/](https://www.rug.nl/research/research-data-management/data_protection-gdpr/)

d) if applicable, the design of a research data management plan. More information on data management can be found here: <https://www.rug.nl/research/research-data-management/tools-services/>

You can save your information, to continue registration later. At the end, you can indicate if your proposal should be reviewed.

If you are a PhD student or a junior researcher, we recommend that you fill out this form in consultation with your supervisor or the primary investigator of your project.

If you have any questions or concerns, you can contact the ethics committee: [ethicscommittee.ggw@rug.nl](mailto:ethicscommittee.ggw@rug.nl).

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\*Vereist

1. E-mailadres \*

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General information

2. What is your name?

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3. 1. Please provide a brief project description. \*

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4. 2. Please upload your research proposal here.

Verzonden bestanden:

5. 3. If you are using data, who in the research team is responsible for managing the data during and after the project? \*

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6. 4. Please indicate your department \*

*Markeer slechts één ovaal.*

- Jewish, Christian and Islamic Origins
- Comparative Study of Religion
- Christianity and the History of Ideas

7. 5. Which researchers are involved? Please indicate their names, positions, and roles in the project \*

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## 8. 6. How will the project be funded? \*

Please indicate the source /provider of the funds and - if applicable - the total amount granted. (e.g., ThRS/RUG, NWO or EU)

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## 9. 7. Please reflect on the publication ethics in your project. \*

How will you publish your findings? How will the input of all those who can be mentioned by name, including co-researchers, be acknowledged in a fair way? Is there any way in which your publications could harm?

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## 10. 8. What types of sources will you use? \*

If you use only theoretical/literature research, please proceed to page 5 after answering this question

*Vink alle toepasselijke opties aan.*

- Theoretical/literature research with publicly available sources
- Reuse of empirical data ('secondary data')
- New empirical data ('primary data')

Impact on stakeholders

11. 9. Is your research situated in fields of clashing interests in a general sense, that deserve to be handled with care? If you think that there are no conflicts of interests, please specify why this is the case.

Conflicts of interests could be between, for example, you and the various stakeholders, an institution and its clients, governing bodies and groups being governed, industry and activists, and so on.

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12. 10. How might your research have a direct impact on the lives of your research participants?

Impact can happen during and after the research project. For example, because their life world is interfered with; it may be dangerous for them to work with you; their privacy is at stake; or when the research may make them feel uncomfortable in any way.

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13. 11. How will you minimize possible risk or harm to your research participants?

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14. 12. How might your research methods pose a danger or serious practical problems for yourself, your junior colleagues or research assistants?

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15. 13. How does the research design mitigate/minimize the risks to yourself, your junior colleagues or research assistants?

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16. 14. How will you deal with potential tensions between values of anonymity, openness of sources, data protection and data sharing?

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## 17. 15. Do you process personal data in your research project?

Personal data are information that can be used to, directly or indirectly, identify a living person ('data subject'). For example, name, ID number, location (including IP address), online identifiers, physical and physiological factors, biometrics, and genetic, mental, economic, cultural or social identity (including religious affiliation). 'Direct identification' means that the information in your data-set is sufficient to identify the data subject (e.g., name in combination with the address and date of birth). Indirect identification means that the identification of the data subject is possible when combining your data-set with other information, such as external data-sets or registries. Data which has been irreversibly anonymised ceases to be "personal data". The processing of such data does not require compliance with the GDPR. Be aware that even if the information in your data-set is not sufficient to identify the data subject, this doesn't guarantee that the data-set is anonymous. Anonymisation processes are challenging and, it is still uncertain when anonymisation can prevent re-identification of the data subject in all circumstances. For more information, see the Privacy portal <https://myuniversity.rug.nl/infonet/medewerkers/faciliteiten-voorzieningen/juridisch-advies/privacy/> and the RDO website <http://www.rug.nl/researchdata-privacy>].

*Markeer slechts één ovaal.*

Yes

No      *Ga naar vraag 34*

## Data protection

## 18. 16. Has a Data Protection Impact Assessment (DPIA) been performed for your project?

The DPIA is a process designed to assess the data-protection impacts of a project to ensure that remedial actions are taken as necessary to correct, avoid or minimise the potential negative impacts on the data subjects." [European Commission, Ethics and data protection, 2018] The DPIA aims to: map the data privacy risks in the project; assess these risks; and define protection measures to eliminate or mitigate the risks. In a research context a DPIA may help in clarifying responsibilities in case of partners involved. By providing a structured way of thinking, the DPIA helps the researcher and the institution to comply with the requirement of data protection by design. For more information, go to: [https://www.rug.nl/research/research-data-management/data\\_protection-gdpr/data-protection-impact-assessment/](https://www.rug.nl/research/research-data-management/data_protection-gdpr/data-protection-impact-assessment/)

*Markeer slechts één ovaal.*

Yes, the measures described below resulted from this

No

19. 17. How many people will participate in your research?

*Markeer slechts één ovaal.*

- 1-10
- 11-100
- 101-1000
- > 1000

20. 18. Who will you re-use or gather data from?

Vulnerable people require greater protection than normal against the potential risks of participating in research and cannot foresee the consequences of their actions. This could include (but is not limited to) those who are ill (i.e., are dependent on a clinician for care), ethnic or racial minorities, children, the economically disadvantaged, adults with diminished capacity. People are vulnerable within the context of the GDPR when: they cannot give their consent freely or object freely to participating in the research (e.g., students who have to participate in a research project in order to receive study credits); they are not able to establish an opinion on the processing of their personal data (e.g., mentally ill people); the processing of personal data about them could harm them (e.g., processing political opinions of people in countries with oppressive governments)

*Vink alle toepasselijke opties aan.*

- Adults 18 years or older, not vulnerable
- Patients
- Vulnerable adults
- Minors under 18 years of age
- Minors under 16 years of age

Anders:  \_\_\_\_\_

## 21. 19. How will you handle consent in your project?

All the information provided to the participants must be presented in a transparent and easily accessible way, using clear and understandable language. Research participants need to be able to understand what they are consenting to. To facilitate the communication with the participant the researcher may also use a combination of methods, such as privacy statements/notices, information on the project's web page, etc. (a layered approach). The consent must be: Freely given, Specific, Informed, Unambiguous. A consent form should at least contain: the identification of the data controller, joint-controllers (if the case) and, the contact details of the Data Protection Officer; the description of the purpose(s) of the data processing; the description of the participant's rights, in particular, the right and the procedure to withdraw consent and the right to lodge a complaint with a supervisory authority; information as to whether data will be shared with or transferred to third parties and for what purposes; and how long the data will be retained before they are destroyed. For more information on informed consent, see the website of the RDO ([https://www.rug.nl/research/research-data-management/data\\_protection-gdpr/consent/](https://www.rug.nl/research/research-data-management/data_protection-gdpr/consent/))

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## 22. 20. If you use written informed consent, please attach the participant information and the informed consent form that you are going to use.

Verzonden bestanden:

## 23. 21. What categories of personal data will be processed?

An unlisted address is one marked as secret in the Personal Records Database (BRP). BSN is the dutch Citizen Service Number. V-number is the alien registration number

*Vink alle toepasselijke opties aan.*

- Name and address details
- Unlisted address
- Nationality
- Date of birth
- Place of birth
- Health information
- Ethnicity
- Religious beliefs
- Criminal record
- Political beliefs
- Membership of a labor union
- Biometric information (e.g. fingerprint/iris scan)
- Sexual preferences/orientation
- Photo or video materials
- Telephone number
- BSN (citizen service number)/ V number
- Email address (private)
- Email address (UG)
- IP address
- Location data
- Study results

Anders:  \_\_\_\_\_

## 24. 22. Who will provide the personal data that will be used in the research?

If the personal data are to be provided by an external party (not being the research subject or the UG), describe which party or parties this concerns and for each party, indicate whether an agreement has been signed that contains provision(s) about the handling of the personal data used in your research.

*Vink alle toepasselijke opties aan.*

- Data is provided by the research participant
- Data is provided by the University of Groningen

Anders:  \_\_\_\_\_

25. 23a. Which of the following security measures are used to protect the personal data?

*Vink alle toepasselijke opties aan.*

- Pseudonymization  
 Password protection of data file  
 Encryption of storage  
 Encryption of transport device  
 None

Anders:  \_\_\_\_\_

26. 23b. If no security measures are taken, please explain.

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27. 24a. Are there any research partners outside the University of Groningen that process personal data in the context of the research?

*Markeer slechts één ovaal.*

- Yes  
 No

28. 24b. If yes, please specify which research partners outside UG will be processing the data and, for each party, whether data processor agreements have been signed by these parties.

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29. 25a. Are there any parties, other than research partners, to which the personal data used in your research project are provided?

*Markeer slechts één ovaal.*

Yes

No

30. 25b. If yes, please specify what party/parties outside the UG is receiving the data and, for each party, if agreements have been signed by these parties.

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31. 26a. Will any personal data be transferred to countries outside the European Economic Area (EU, Norway, Iceland and Liechtenstein)?

*Markeer slechts één ovaal.*

Yes

No

32. 26b. If yes, please specify which countries.

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33. 27. Do you have additional information or remarks regarding your project?

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### Research data management

34. 28. What kinds of sources will you use in your research?

Please describe all the type(s) of data. E.g., articles, books, manuscripts, visual and audio recordings, pictures, twitter feeds, newspaper articles SPSS data files etc. In which data format will you store them? The way in which the information is encoded for storage, is often reflected by the filename extension (for example, pdf, xls, doc, txt, or rdf). Please consult section 4.1 of the Research Data Management Plan of the Faculty about preferred formats

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## 35. 29a. Where will these sources be stored during the project?

Please note that some options are considered not safe, such as your own laptop or Dropbox. In that case please explain why you use this option. If you use other storage devices during the project also explain. Google drive (when logged in with your UG account), Unishare and Surfdrive are cloud services managed by the UG and therefore considered safe. All hardware storage devices (USB, computer etc.) are potentially unsafe because of accidental damage, theft etc. If you need to use these devices, please contact the ThRS demand manager Dries Gankema how to minimise these risks and see what alternatives might be available. Email: [a.j.gankema@rug.nl](mailto:a.j.gankema@rug.nl)

*Markeer slechts één ovaal.*

- UWP Network drive (X or Y)
- UG account Google Drive
- Unishare
- Surfdrive
- Computer (laptop)
- USB or External drive
- Dropbox
- Anders: \_\_\_\_\_

## 36. 29b. Please explain your choice of storage device.

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**37. 30a. Where will the sources be stored after the project?**

You have multiple options. Please note, that after the research project ended and/or a paper is published, you are obligated to store your information on the designated space on the Y: drive (the repository) If you have any questions about this repository, please contact Harrie ten Have:

[h.a.ten.have@rug.nl](mailto:h.a.ten.have@rug.nl)

*Markeer slechts één ovaal.*

- Designated storage on Y-drive (repository)
- X-drive
- Unishare
- UG account Google Drive
- Surfdrive
- Anders: \_\_\_\_\_

**38. 30b. If you do not use the UWP network drive, please explain why.**

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**39. 31. How long do the sources need to be stored?**

The storage period will start after the appearance of the latest publication based on the research. The current minimum storage term according to the data management policy of ThRS is set at 10 years.

*Markeer slechts één ovaal.*

- 10 years
- Anders: \_\_\_\_\_

## 40. 32. How much storage capacity is needed?

If you have any questions about safely storing your information please contact the ThRS demand manager: Dries Gankema: [a.j.gankema@rug.nl](mailto:a.j.gankema@rug.nl) or the Research Data Office ([researchdata@rug.nl](mailto:researchdata@rug.nl))

*Markeer slechts één ovaal.*

- 10GB or less
- more than 10GB

## 41. 33a. Will you be sharing the sources with others during the research?

*Vink alle toepasselijke opties aan.*

- No
- Yes, with colleagues and/or students at RUG
- Yes, with colleagues / students at other universities
- Yes, with non-university non-profit organisations
- Yes, with companies

## 42. 33b. If yes, please explain.

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## 43. 34a. Are all sources suitable for reuse?

*Markeer slechts één ovaal.*

- Yes
- No

## 44. 34b. If no, please explain.

Are there any (legal, IP, privacy related, security related) reasons to restrict access to the sources once made publicly available, to limit which sources will be made publicly available, or to not make part of the sources publicly available?

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End

## 45. Thank you for registering your research. Please select who should review your proposal. \*

For more information on who should review your proposal when, please see the webpage of the Ethics Committee: <https://www.rug.nl/research/centre-for-religious-studies/research-ethics-committee?lang=en>

*Markeer slechts één ovaal.*

- No one, I am not collecting data
- The ethics committee

## 46. Looking back at your answers, would you consider your proposal 'high risk'? \*

*Markeer slechts één ovaal.*

- Yes
- No
- Maybe

Please click send, to submit your proposal. You will receive a confirmation in your email. If you have any questions or concerns, please contact the ethics committee: [ethicscommittee.ggw@rug.nl](mailto:ethicscommittee.ggw@rug.nl).

# Google Formulierer