

# LOCUS training program

## Module 2: Privacy



# LOCUS = a research project

Informed consent, whether given in writing (most often) or given orally, is part of most research projects with human participants.

No **personal data** are collected in this study. All data collected are anonymous from the start. This means that neither we nor any other person can deduce your identity from the data collected or link this data to your identity.



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**LOCUS**

# Personal data

All information that can contribute to the identification of persons

- Directly: name, picture
- Indirectly: gender, age, workplace, residence
- Online information: e-mail addresses, IP address, cookies



As a student-  
researcher

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The starting point is that you do not process any personal data. If further... as minimal as possible for a specified, explicit and legitimate purpose.

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You question only adult residents.

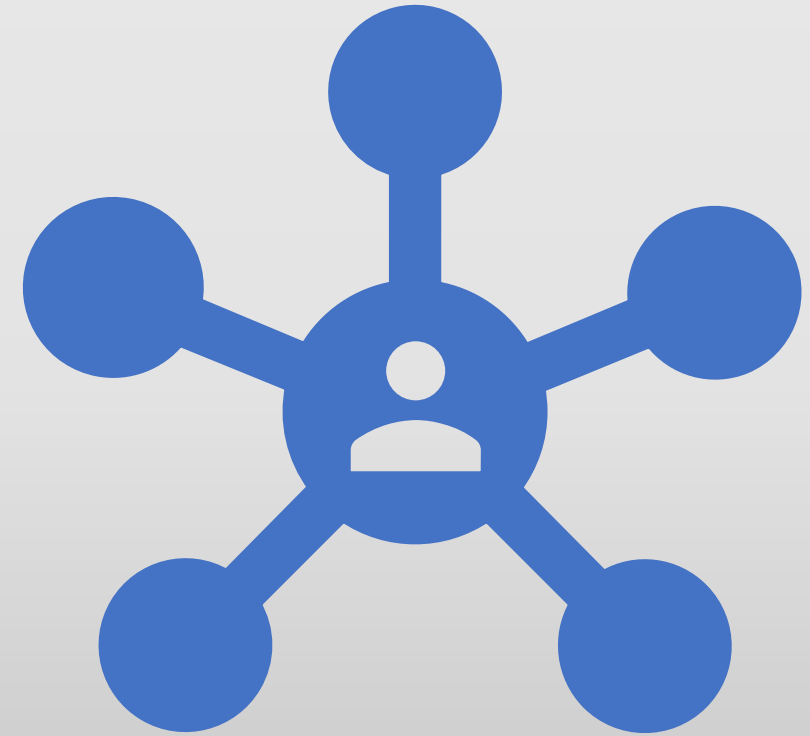
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Remember to introduce yourself first, explain why you are doing this and assure them that this survey is anonymous.



# Explain why you are doing this

- A project for your university
- A collaboration between a organisation and a higher education institute
- Gathering information of residents of a neighbourhood:
  - How can social workers gain a good understanding of the experiences, needs and preferences of urban residents and how can they engage these citizens and their knowledge in a more collaborative and more inclusive way?



# Assure them that this survey is anonymous ...



- If you wish, you can get a summary of the research findings after the study is completed and the results are known.
- This information will be presented at a community meeting.



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# When gathering more than survey data

- The following slides will introduce how to go about privacy for the following topics:
  - 1) The interview
  - 2) The photo-assignment
  - 3) The video-assignment



# The interview

- From an ethical point of view, certain things should be stressed.
  - A) Respondents are always allowed to stop the interview when the interview is too taxing for them
  - B) Always keep in mind the well-being of the subjects; don't ask questions that are too (emotional) demanding for them
  - C) Make sure the interview is as anonymous as possible when you process the data; when you present the quotes, do not use the real names of the respondents
  - D) Make sure you have a written consent (with autograph) declaring that you are allowed to record the conversation and explain what will be done with the gathered data (see slide 8)





# Example informed consent interview

Informed consent form project LOCUS

I hereby declare that I have been informed in a clear manner about the nature, method and purpose of the research.

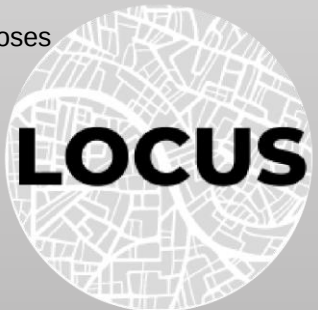
I understand that:

- o I can stop my cooperation in this research at any time and without giving any reason
- o data is processed anonymously, without being traceable to the person
- o the recording is destroyed after the interview has been completed by the researcher

I declare that I:

- O I am willing to participate in this research on a completely voluntary basis
- o the results of this interview may be processed anonymously in a report for study purposes
- o give permission to have the interview recorded by an audio recorder (sound only)

Participant signature .....



# The photo assignment

Student should take a picture (or multiple pictures) of the city

It is important that the people on the pictures can not be recognised

The picture should, of course, be clear and when it has persons on it, make sure you only show the back of these persons

When a person is visible, use an informed consent form (see slide 10)



# The video assignment



Student make a short video  
(roughly 3 minutes)



Just like the photo assignment:  
make sure that people in this  
presentation cannot be  
recognised



If people can be recognised;  
make sure to use informed  
consent for this purpose (see  
slide 14)



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# The observation assignment



- When doing an observation assignment, you will notice lots of different things about everything and everyone around you.
- It is very important to remember that what you write down about what you observe is also sensitive to personal data.
- This means you have to ensure that you do not describe individual characteristics when describing a social setting.



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# Archiving and registration



IN SOME COUNTRIES STUDENTS WILL HAVE  
TO REGISTER THEIR RESEARCH ACTIVITIES  
SOMEWHERE.



PLEASE BE ADVISED TO CHECK WITH YOUR  
LOCAL PRIVACY AND ETHIC COMMITTEE IF  
THIS IS THE CASE IN YOUR UNIVERSITY  
AND HOW YOU SHOULD APPROACH THIS.



# Example informed consent photo/video assignment

Photography and video consent form project LOCUS

Name of person portrayed:.....

Student name:

Declare to have agreed as follows: That the person portrayed may be photographed/filmed in the context of a assignment (called LOCUS) for the Social Work course at the AUAS and that the person portrayed allows the students to use this for research purposes.

Please also circle below which sentence applies.

X: The students may post messages about the research project on social media, where the person portrayed is also visible and recognizable in the image.

Or

X: The student is not allowed to post messages about research project on social media, where the person portrayed is visible and recognizable.



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Date:..... at .....

Signature:.....

