

CHECKLIST ETHICAL AND PRIVACY ASPECTS OF RESEARCH

INSTRUCTION

This checklist should be completed for every research study that is conducted at the Department of Public Administration and Sociology (DPAS). This checklist should be completed *before* commencing with data collection or approaching participants. Students can complete this checklist with help of their supervisor.

This checklist is a mandatory part of the empirical master's thesis and has to be uploaded along with the research proposal.

The guideline for ethical aspects of research of the Dutch Sociological Association (NSV) can be found on their website (http://www.nsv-sociologie.nl/?page_id=17). If you have doubts about ethical or privacy aspects of your research study, discuss and resolve the matter with your EUR supervisor. If needed and if advised to do so by your supervisor, you can also consult Dr. Bonnie French, coordinator of the Sociology Master's Thesis program.

PART I: GENERAL INFORMATION

Project title: Social design as a knowledge production method

Name, email of student: Jula Sanders, jula.sanders@student.eur.nl

Name, email of supervisor: Rogier van Reekum vanreekum@essb.eur.nl

Start date and duration: 1-4-2024 until 1-9-2024

Is the research study conducted within DPAS

YES - NO

If 'NO': at or for what institute or organization will the study be conducted?
(e.g. internship organization)

PART II: HUMAN SUBJECTS

1. Does your research involve human participants. **YES - NO**

If 'NO': skip to part V.

If 'YES': does the study involve medical or physical research? **YES - NO**

Research that falls under the Medical Research Involving Human Subjects Act ([WMO](#)) must first be submitted to [an accredited medical research ethics committee](#) or the Central Committee on Research Involving Human Subjects ([CCMO](#)).

2. Does your research involve field observations without manipulations that will not involve identification of participants. **YES - NO**

If 'YES': skip to part IV.

3. Research involving completely anonymous data files (secondary data that has been anonymized by someone else). **YES - NO**

If 'YES': skip to part IV.

PART III: PARTICIPANTS

- 1. Will information about the nature of the study and about what participants can expect during the study be withheld from them? YES - **NO**

- 2. Will any of the participants not be asked for verbal or written 'informed consent,' whereby they agree to participate in the study? YES - **NO**

- 3. Will information about the possibility to discontinue the participation at any time be withheld from participants? YES - **NO**

- 4. Will the study involve actively deceiving the participants? YES - **NO**
Note: almost all research studies involve some kind of deception of participants. Try to think about what types of deception are ethical or non-ethical (e.g. purpose of the study is not told, coercion is exerted on participants, giving participants the feeling that they harm other people by making certain decisions, etc.).

- 5. Does the study involve the risk of causing psychological stress or negative emotions beyond those normally encountered by participants? YES - **NO**

- 6. Will information be collected about special categories of data, as defined by the GDPR (e.g. racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data for the purpose of uniquely identifying a person, data concerning mental or physical health, data concerning a person's sex life or sexual orientation)? YES - **NO**

- 7. Will the study involve the participation of minors (<18 years old) or other groups that cannot give consent? YES - **NO**

- 8. Is the health and/or safety of participants at risk during the study? YES - **NO**

- 9. Can participants be identified by the study results or can the confidentiality of the participants' identity not be ensured? YES - **NO**

- 10. Are there any other possible ethical issues with regard to this study? YES - **NO**

If you have answered 'YES' to any of the previous questions, please indicate below why this issue is unavoidable in this study.

What safeguards are taken to relieve possible adverse consequences of these issues (e.g., informing participants about the study afterwards, extra safety regulations, etc.).

Are there any unintended circumstances in the study that can cause harm or have negative (emotional) consequences to the participants? Indicate what possible circumstances this could be.

There are no harmful unintended circumstances within the study itself. Participants are allowed to withdraw consent at any time without giving any reason.

Please attach your informed consent form in Appendix I, if applicable.

Continue to part IV.

PART IV: SAMPLE

Where will you collect or obtain your data?

- Work sheets answers from the Social design showdown 'Exposing the social' event
- Field data from ethnography with participants
- Researcher reflections
- Additional interviews with key figures in the social design field

Note: indicate for separate data sources.

What is the (anticipated) size of your sample?

- 5 participants for the ethnographic section of the research
- Additional interviews with 2-4 participants

Note: indicate for separate data sources.

What is the size of the population from which you will sample?

- Estimated population of social designers in the Netherlands: 100-200
- Estimated experts on the social design field: 20

Note: indicate for separate data sources.

Continue to part V.

Part V: Data storage and backup

Where and when will you store your data in the short term, after acquisition?

- Field notes will be kept in a booklet at home before being typed out.
- Typed out field notes and transcribed interviews will be stored on the researcher's laptop hard drive, which is password protected.
- Interview recordings will be stored on researcher's mobile before being transcribed.

Note: indicate for separate data sources, for instance for paper-and pencil test data, and for digital data files.

Who is responsible for the immediate day-to-day management, storage and backup of the data arising from your research?

- Jula Sanders

How (frequently) will you back-up your research data for short-term data security?

- Data will be backed up on USB drive weekly

In case of collecting personal data how will you anonymize the data?

- No identifying information as defined by the GDPR will be recorded within the data sets.
- Personal data (participants names) will be kept in a separate document, which will not be accessible to anyone but the researcher.
- For this research it is not necessary to include any personal details within the data

Note: It is advisable to keep directly identifying personal details separated from the rest of the data. Personal details are then replaced by a key/ code. Only the code is part of the database with data and the list of respondents/research subjects is kept separate.

PART VI: SIGNATURE

Please note that it is your responsibility to follow the ethical guidelines in the conduct of your study. This includes providing information to participants about the study and ensuring confidentiality in storage and use of personal data. Treat participants respectfully, be on time at appointments, call participants when they have signed up for your study and fulfil promises made to participants.

Furthermore, it is your responsibility that data are authentic, of high quality and properly stored. The principle is always that the supervisor (or strictly speaking the Erasmus University Rotterdam) remains owner of the data, and that the student should therefore hand over all data to the supervisor.

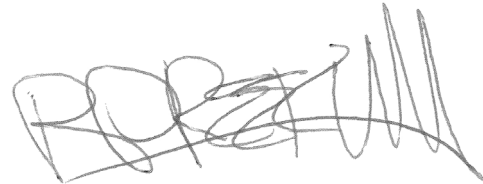
Hereby I declare that the study will be conducted in accordance with the ethical guidelines of the Department of Public Administration and Sociology at Erasmus University Rotterdam. I have answered the questions truthfully.

Name student: Jula Sanders

Name (EUR) supervisor: Rogier van Reekum

Date: 24-03-24

Date: 15-04-2024

A handwritten signature in black ink, appearing to be 'Jula Sanders', with a long horizontal stroke extending to the right.A handwritten signature in black ink, appearing to be 'Rogier van Reekum', with a long horizontal stroke extending to the right.

APPENDIX I: Informed Consent Form (if applicable)
Information and consent form

Research into social design

Introduction

Dear participant,

My name is Jula Sanders, I am currently working on my Sociology Master Thesis for the Erasmus University Rotterdam about social design. This information sheet and consent form are to ensure that you as a participant know about the research and the data that is being gathered. I am conducting this research independently and there is no financial contribution.

I will explain the study below. If you have any questions, please ask me. While reading, you can mark parts of the text that are unclear to you.

If you want to participate in the study, you can indicate this at the end of this form.

What is the research about?

This research is about social design. I am interested in the daily practices and understandings of people within this field and how we can understand it within a larger societal context

Why are we asking you to participate?

I am asking you to participate because your experience as a social designer helps to gain insight into the practice.

What can you expect?

The study lasts one day.

If you participate in this study, you will take part in:

An ethnographic observation with additional interviews

I will visit your working place for minimum of half a day and maximum of one day to tag along for the activities you do. Throughout this, I will ask you questions and make observations. Afterwards you are free to see all data afterwards and you will have an opportunity to change your answers. If you disagree with my notes or if I misunderstood you, you can ask to have parts of them amended or deleted.

You decide whether to participate

Participation in this study is completely voluntary. You can stop at any time and would not need to provide any explanation.

What are the potential risks and discomforts?

- If topics of interest or interview questions bring up any uncomfortableness, you are free not to answer and/or to terminate participation.

I will store your data so that I can be in contact with you. For the study, I will also need other data from you.

During [the interview/survey/focus group], I will ask you about the following personal data: Name, audio or visual recordings, feelings and critiques about social design practice.

In addition, it is also possible that you will talk about your political affiliation and religious or philosophical beliefs and those of others, as these may also relate to your opinion about social design.

I need your email address to send the results of the study to you by email

Who can see your data? / What will happen to my data?

- [I store/we store] all your data securely.
- Only persons involved in the research can see (some of) the data. Only the principal investigator has access to your data such as your name, email address
- Recordings are transcribed. Your name is replaced with a number/made-up name.
- Data such as your name, company and email address will be stored separately the transcription.
- We will write an article about the results of the study which will be published (publicly share the results) in (academic) journals and/or books. The results will be accessible by anyone.
- We may use your specific answers in the article. If your answer can be traced to you or we would like to mention your name, we will ask your permission first.

Although we do not include your name in publications or communicate it to other participants or third parties, there is a risk that you could still be indirectly identified. This for example because they are familiar with the organisation you work for.

How long will your personal data be stored?

Your data will be retained for 10 years after completion of the research. We retain the data so that other researchers have the opportunity to verify that the research was conducted correctly. Your name and contact details will be deleted within one year.

Using your data for new research

1. We will make anonymised data publicly available so that any interested person can use it. We ensure that the data cannot be traced back to you/we do not disclose anything that identifies you.
2. (Part of) the data we collect may be useful in anonymized form, for example for educational purposes and future research, including in very different research areas. We ensure that the data cannot be traced back to you/we do not disclose anything that identifies you.

What happens with the results of the study?

Each participant will receive a summary of the results.

Do you have questions about the study?

If you have any questions about the study or your privacy rights, such as accessing, changing, deleting, or updating your data, please contact me.

Name: Jula Sanders

Phone number: +31619637818

Email: jula.sanders@student.eur.nl

Do you have a complaint or concerns about your privacy? Please email the Data Protection Officer (fg@eur.nl) or visit www.autoriteitpersoonsgegevens.nl. (T: 088 - 1805250)

Do you regret your participation?

Stopping participation (a passive action - not showing up) is not the same as actively withdrawing consent. Withdrawing consent should be straightforward and should be as simple as a participant actively indicating they no longer wish to participate - retracting participating (verbally, by email, or unchecking a consent field). If consent is withdrawn, the data collected from that research participant must be deleted or anonymized.

During or after the study, you may regret your participation. Please indicate this by contacting [me/us]. Deleting your data is no longer possible if the data has been anonymized, making it impossible to trace which data came from you. Anonymizing the data is done within a weeks' time period after the data was collected.

Ethics approval

This research has been reviewed and approved by an internal review committee of Erasmus University Rotterdam (approval number: ETHXXXX-XXXX). This committee ensures that research participants are

protected. If you would like to know more about this RERC/IRB, please contact [add contact information or website].

Declaration of Consent

I have read the information letter. I understand what the study is about and what data will be collected from me. I was able to ask questions as well. My questions were adequately answered.

By signing this form, I:

1. consent to participate in this research;
2. consent to the use of my personal data
3. confirm that I am at least 18 years old;
4. confirm that I understand that participating in this research is completely voluntary and that I can stop at any time;
5. confirm that I understand that my data will be anonymised for publication, educational purposes and further research;
- 6.

Check the boxes below if you consent to this.

Data political affiliations

I consent to the collection, use and retention of the following data: political opinions

Audio recording

I consent to [the interview] being audio recorded.

I give permission for my answers to be used in papers, such as an article in a journal or book. My name will not be included.

Name of participant:

Participant's signature:

Date:

You will receive a copy of the complete information and consent form.