



## DELIVERABLE

Project Acronym: DISCOVER  
 Grant Agreement Number: 297268  
 Project Title: Digital Inclusion Skills for Carers bringing Opportunities Value and Excellence

### Template for Ethical Checklist Revision: 1.1

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Project co-funded by the European Commission within the ICT Policy Support Programme		
Dissemination Level		
P	Public	✓
C	Confidential, only for members of the consortium and the Commission Services	

## Appendix B – Ethical Checklist

Ethical Checklist	(X)
1. Has relevant ethics clearance been gained from the host organisation? (E.g. University ethics clearance)	✓
2. Have the participants been fully informed about their proposed involvement in the project and what is expected of them? (In form of participant information sheet or using other means where necessary)	✓
3. Have the participants given informed consent? A good example to base this on can be found in Appendix 1 in the User Methodology Handbook.	✓
4. Have participants been informed that they are under no obligation to participate and can withdraw at any time (without needing an explanation)?	✓
5. Has every reasonable effort been made to include minority groups or those who have special requirements? <ul style="list-style-type: none"> <li>○ Researchers have a responsibility to make an effort to include groups of people who may otherwise be excluded due to accessibility of services; for example people who are disadvantaged due to lack of assistive technologies, communication aids or inaccessible environments.</li> <li>○ This also applies to the exclusion of ethnic minorities due to language barriers.</li> </ul>	✓
6. Are appropriate and robust data security procedures in place that will protect personal information given by participants? <ul style="list-style-type: none"> <li>○ All reasonable endeavours shall be made to minimise the privacy impact on the participants. This will be managed by conducting a Privacy Impact Assessment (PIA) and adhering to relevant privacy legislation.</li> <li>○ Data Protection Laws (EU Data Protection Directive 95/46/EC and relevant laws specific to partner countries) shall be followed to ensure the protection of participant data.</li> <li>○ Data shall be anonymised by assigning each participant a code which will then allow for personal details to be kept separate from interview proformas.</li> <li>○ Information that is stored digitally and which could enable identification of the person concerned shall be password protected and encrypted if sent between partners.</li> </ul>	✓ ✓ ✓ ✓

<p>7. Are appropriate and robust procedures in place to ensure confidentiality of information given by participants?</p> <ul style="list-style-type: none"> <li>○ Confidentiality of participants must be maintained throughout the DISCOVER project.</li> <li>○ Interviews shall take place somewhere quiet and private if the participant is to be asked to provide personal or sensitive information</li> <li>○ Carers and cared for people will be interviewed together or separately, depending on their preference.</li> <li>○ No unnecessary questions shall be asked of the participants and any freely given information that is not necessary for the project will be not be recorded.</li> </ul>	<p>✓ ✓ ✓ ✓</p>
<p>8. Have relevant checks been made to ensure the safety of vulnerable participants? (i.e. CRB check or equivalent for researchers)</p> <ul style="list-style-type: none"> <li>○ If working with vulnerable groups the researcher shall have a valid Criminal Records Bureau (CRB) check (UK) or equivalent in partner member's countries.</li> <li>○ Researchers shall wear photo identification badges when visiting participants.</li> <li>○ When visiting the homes of participants (perhaps for interviews or tasks) the length of time spent there shall be limited and agreed to with the participant prior to the visit. The participant shall also be allowed to stop or postpone a visit for any reason.</li> </ul>	<p>✓ ✓ ✓</p>
<p>9. Have appropriate considerations been given to ensure the safety of researchers in the field?</p> <ul style="list-style-type: none"> <li>○ Researchers shall adhere to any health and safety regulations of their respective organisations.</li> <li>○ When working outside normal hours it is appropriate to assign a contact person for the researcher to contact in case of difficulties or emergencies.</li> <li>○ When visiting private homes it is important for the researcher to make others aware of the address and the expected time of finish. The researcher should also check in with colleagues when the visit is over so that they know the researcher is safe.</li> </ul>	<p>✓ ✓ ✓</p>
<p>10. Has the project been designed to ensure dignity of participants and not cause distress?</p> <ul style="list-style-type: none"> <li>○ If in the presence of the cared for person then they should be included in the conversation, and not spoken about as if they were not present.</li> <li>○ Personal data about the cared for person shall not be collected without permission, even if volunteered by the carer.</li> <li>○ If the researcher is visiting a participant's home then they shall respect their privacy and possessions.</li> <li>○ Subject matter and content of questions during interviews may be upsetting to some people so content should be chosen carefully.</li> <li>○ Researchers should be wary of disturbing the relationship between the carer and the cared for person, or between participants and organisations they be affiliated with.</li> </ul>	<p>✓ ✓ ✓ ✓ ✓</p>

**Signed:** (N.Spencer)

**Date:** 5<sup>th</sup> October 2012

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