

**RP FORM 2 (RPF2): Data Protection**

NB data must only be collected following the presentation and discussion of a clear information sheet and the signing of an informed consent form, and only where an ethics approval and risk assessment have been passed.

Name of Applicant	
Date of application	
Title of Project	
Highest degree of applicant	
Other university / research institution association and details	
Location of research	
Duration of research	
Type of research (anthropological, archival, archaeological etc.)	
Team members and highest qualification (please list)	
Aims and objectives of research (250 words)	
Methodology (250 word)	



DATA COLLECTORS	
Name	
Position	
University	
Email	
Name	
Position	
University	
Email	
Name	
Position	
University	
Email	



Please provide information below regarding the nature of the personal details being collected (including images). You must attach your Participant Information sheet and Informed Consent form in English and translated into any other required language.

PARTICIPANT DETAILS		
How many individuals are involved in the research in the specified age categories?	18-30	
	31 – 50	
	51 – 65	
	65+	
Does the research involve children or vulnerable adults? Provide details.		
	Total number of participants	
Are you collecting	Anonymous data (no identifiers)	
	Coded data with some personal identifiers	
	Fully identifiable personal details	

FURTHER DETAILS	Please mark with an X where the answer to these questions is 'yes'	Please detail the purpose, fairness and transparency of the data collection if relevant
Will personal data be shared with other organisations or individuals?		
Will the data collected result in participants being treated differently, or will the use of the data have an impact on their or their lives?		
Are you collecting particularly private data such as health records?		



DATA STORAGE	
What type of data will be stored?	
Where / how will the data be stored?	
Who will the data be shared with?	
How will the data be shared?	
When will the data be destroyed?	

I confirm I have familiarised myself with GDPR (<https://www.gov.uk/government/collections/data-protection-act-2018>) and understand my responsibilities as the lead researcher to protect data and privacy.

I confirm that if my research relates to the collection of personal data, images, or involves children or vulnerable adults, I am aware of GDPR requirements and will abide by these.

Name:

Signed:

Date:

Name:

Signed for the BIEA:

Date:

Please send completed forms to the Director: biea.director@britac.ac.uk