

APPLICATION FOR ETHICAL APPROVAL

SECTION H: Anticipated Risks

	Outline any anticipated risks that may adversely affect any of the participants, the researchers and/or the University, and the steps that will be taken to address them.		
	If you have completed a full risk assessment (for example as required by a laboratory, or external research collaborator) you may append that to this form.		
1	Full risk assessment completed and appended?	Yes	☐
		No	☒
2	Risks to participants For example: sector-specific health & safety, emotional distress, financial disclosure, physical harm, transfer of personal data, sensitive organisational information		
	Risk to participants:	How you will mitigate the risk to participants:	
	1. Participants may experience emotional distress when discussing challenges and barriers related to digital literacy education in their schools, especially if they feel disillusioned or frustrated with the current state of digital literacy integration. 2. Participants may be concerned about the transfer and storage of their personal data, particularly in digital formats.	1. I will provide clear and comprehensive information to participants about the purpose, nature, and potential emotional impact of the discussions. Obtain their informed consent, allowing them to make an informed decision about their participation. If any emotional distress caused by the survey questionnaire, interview or focus group discussion, participants can withdraw without any consequence. 2. I will use secure and encrypted data transfer protocols when transmitting personal data. Before the data collection, I will inform all the participants that all their personal information in this research will be kept strictly confidential and all the data will be stored safely.	
3	If research activity may include sensitive, embarrassing or upsetting topics (e.g. sexual activity, drug use) or issues likely to disclose information requiring further action (e.g. criminal activity), give details of the procedures to deal with these issues, including any support/advice (e.g. helpline numbers) to be offered to participants. Note that where applicable, consent procedures should make it clear that if something potentially or actually illegal is discovered in the course of a project, it may need to be disclosed to the proper authorities		
	No sensitive topics will be covered in the research activity. However, if participants experience any discomfort during the surveys, interviews or discussions, I will stop the activity or inform them in advance that they do not have to answer any questions if they feel uncomfortable.		
4	Risks to the investigator For example: personal health & safety, physical harm, emotional distress, risk of accusation of harm/impropriety, conflict of interest		
	Risk to the investigator:	How you will mitigate the risk to the investigator:	
	There are no perceived risks of personal health & safety, physical harm, risk of accusation of harm/impropriety, conflict of interest to the investigator.	I will seek support from the appropriate organizations in the event of any emotional distress.	

5	University/institutional risks For example: adverse publicity, financial loss, data protection			
	Risk to the University: There will be no any adverse publicity, financial loss, data protection risk to university.	How you will mitigate the risk to the University: While conducting my research, I will anonymize the institution to mitigate the risk to the university. I will adhere to the Research Ethics and Integrity Code of Practice set by UWTSD to prevent reputation risk.		
6	Environmental risks For example: accidental spillage of pollutants, damage to local ecosystems			
	Risk to the environment: There will be no risk to the environment.	How you will mitigate the risk to environment:		
Disclosure and Barring Service				
	If the research activity involves children or vulnerable adults, a Disclosure and Barring Service (DBS) certificate must be obtained before any contact with such participants.	YES	NO	N/A
7	Does your research require you to hold a current DBS Certificate?	☐	☒	☐
8	If YES, please give the certificate number. If the certificate number is not available please write "Pending"; in this case any ethical approval will be subject to providing the appropriate certificate number.			

SECTION I: Feedback, Consent and Confidentiality

1	Feedback What de-briefing and feedback will be provided to participants, how will this be done and when?
	While no direct feedback will be provided to project participants, I will provide them with a contact information, including the telephone number and email address to inquire about the findings. In the informed consent, I will specify that the collected data may be used for publication, and the thesis will be publicly available while maintaining the confidentiality of personal information.
2	Informed consent Describe the arrangements to inform potential participants, before providing consent, of what is involved in participating. Describe the arrangements for participants to provide full consent before data collection begins. If gaining consent in this way is inappropriate, explain how consent will be obtained and recorded in accordance with prevailing data protection legislation.
	Prior to obtaining consent, I will provide potential participants with detailed information including the purpose of the research, methods of data collection, expected outcomes, and a thorough explanation of how the data will be used to ensure that they fully understand the importance of their participation and the potential impact. Furthermore, I will provide a clear explanation to ensure that participants understand their voluntary participation and that they are free to withdraw from the study at any time without any negative consequences. Due to the data collection of this study involving students aged under 16. Before minors participate in the questionnaire survey, I will provide a Consent Form for guardians to ensure that they are clearly aware of and agree to the participation of minors. This consent form includes the purpose and content of the investigation, which explains the purpose, content, and expected results of the investigation, and helps guardians understand the

	investigation that their children will participate in. Voluntary participation emphasizes that participation is voluntary, and the guardian has the right to decide whether to agree to the child's participation. Confidentiality and privacy, explaining how survey data will be used and ensuring the confidentiality and privacy protection of children's personal information. Risks and benefits, explain the potential risks and benefits of participation, and explain how to ensure that the information provided is beneficial to society while taking measures to ensure the safety of children. And contact information: Provide the contact information of the person in charge of the investigation, so that the guardian can communicate or consult when needed. The guardian's signing of the consent form means that they understand and agree to the child's participation in the investigation, and agree to be responsible for the relevant matters during the investigation process. This is to ensure the legality, morality, and protection of minors when participating in investigations.
3	Confidentiality / Anonymity Set out how anonymity of participants and confidentiality will be ensured in any outputs. If anonymity is not being offered, explain why this is the case.
	First, I would ensure anonymity by using participant IDs instead of personal information. Then, I would store any identifying information separately from the research data. I will make sure only the authorized personnel have access to the research data and remove any identifying details from the research outputs or reports.

SECTION J: Data Protection and Storage

	Does the research activity involve personal data (as defined by the General Data Protection Regulation 2016 "GDPR" and the Data Protection Act 2018 "DPA")?	YES	NO
1	"Personal data" means any information relating to an identified or identifiable natural person ('data subject'). An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person. Any video or audio recordings of participants is considered to be personal data.	☐	☒
	If YES, provide a description of the data and explain why this data needs to be collected:		
2	(this box should expand as you type)		
	Does it involve special category data (as defined by the GDPR)?	YES	NO
3	"Special category data" means sensitive personal data consisting of information as to the data subjects' – (a) racial or ethnic origin, (b) political opinions, (c) religious beliefs or other beliefs of a similar nature, (d) membership of a trade union (within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992), (e) physical or mental health or condition, (f) sexual life, (g) genetics, (h) biometric data (as used for ID purposes),	☐	☒
	If YES, provide a description of the special category data and explain why this data needs to be collected:		
4	(this box should expand as you type)		

	Will data from the research activity (collected data, drafts of the thesis, or materials for publication) be stored in any of the following ways?	YES	NO
5	Manual files (i.e. in paper form)?	☐	☒
6	University computers?	☐	☒
7	Private company computers?	☐	☒
8	Home or other personal computers?	☒	☐
9	Laptop computers/ CDs/ Portable disk-drives/ memory sticks?	☒	☐
10	"Cloud" storage or websites?	☐	☒
11	Other – specify:	☐	☐
12	For all stored data, explain the measures in place to ensure the security of the data collected, data confidentiality, including details of backup procedures, password protection, encryption, anonymisation and pseudonymisation:		
	The privacy of everything that happened in the process of this research will be preserved for use for research only and the raw data will be dealt with in secrecy by researcher. Precautions will be taken to ensure that no harm will be incurred to participants. Access to contexts and cooperation from participants will be treated with strict confidence and used solely for the purpose of the present study. Participants' name will not be shown in the transcript and also any paper or chapter arising from the research. Once the data was collected, only the researchers have access to the data and recorded of interview. The original data will be stored on the researchers personal computer in password-protected and flash drive back ups will be kept in data secure places.		

Data Protection			
	Will the research activity involve any of the following activities:	YES	NO
13	Electronic transfer of data in any form?	☒	☐
14	Sharing of data with others at the University outside of the immediate research team?	☐	☒
15	Sharing of data with other organisations?	☐	☒
16	Export of data outside the UK or importing of data from outside the UK?	☒	☐
17	Use of personal addresses, postcodes, faxes, emails or telephone numbers?	☒	☐
18	Publication of data that might allow identification of individuals?	☐	☒
19	Use of data management system?	☐	☒
20	Data archiving?	☐	☒
21	If YES to any question, please provide full details, explaining how this will be conducted in accordance with the GDPR and Data Protection Act (2018) (and any international equivalents, where appropriate):		
	When transferring data electronically, I will ensure that appropriate technical and organizational measures are in place to protect the data during its transfer. When exporting data outside the UK or importing data from outside the UK, I will ensure that the data transfer is conducted in compliance with the GDPR and the Data Protection Act (2018). When using personal contact information, I will ensure that the processing of this data is lawful, fair, and transparent. Under the GDPR and Data Protection Act, all the information of participants would be used only for the purpose for which it was provided previously.		

22	List all who will have access to the data generated by the research activity:		
	Only the researcher and supervisors have access to the data.		
23	List who will have control of, and act as custodian(s) for, data generated by the research activity:		
	Only the researcher. <i>(this box should expand as you type)</i>		
24	Give details of data storage arrangements, including security measures in place to protect the data, where data will be stored, how long for, and in what form. Will data be archived – if so how and if not why not.		
	Once the data is collected, only the researcher and the supervisors will have access to the data and the recorded interviews. The original data will be stored on the researcher's personal computer or laptop with password protection or fingerprint/facial recognition, and backup copies will be kept in secure locations.		
25	Please indicate if your data will be stored in the UWTSD Research Data Repository (see https://researchdata.uwtsd.ac.uk/). If so please explain. <i>(Most relevant to academic staff)</i>		
	No, my data will be stored in the UWTSD Research Data Repository.		
26	Confirm that you have read the UWTSD guidance on data management (see https://www.uwtsd.ac.uk/library/research-data-management/)	YES	☒
27	Confirm that you are aware that you need to keep all data until after your research has completed or the end of your funding	YES	☒