**SECONDARY DATA CHECKLIST**

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Description automatically generated

*Please use this checklist to determine if your project is exempt from, or requires, ethical approval due to the secondary nature of the data to be collected.*

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|  |  | **Yes** | **No** | **Unsure** |  |
| **1** | **Will you only be using secondary data for your project?**  *(i.e. previously generated data already available.)* |  |  |  | If you selected ‘no’ and plan to source primary data generated by yourself *(e.g. interviews)*, you willneed to complete the CoSS ethics application process. |
| **2** | **Will the data be from publicly accessible sources only**  *(e.g. public social media sites, public records, literature, big data etc.)* |  |  |  | If you selected ‘no’ and plan to source privately held data (e.g. restricted documents sites), you will need to complete the CoSS ethics application process. |
| **3** | **Do you require permission from the source owners to access the data?** |  |  |  | If you selected ‘yes’ you will need to obtain consent from the owners of the data as a minimum requirement. The College advises you to complete the CoSS Ethics application process to ensure compliance. |
| **4** | **Is the proposed research in line with the source’s sharing agreement and terms & conditions?** |  |  |  | If you selected ‘no’ you will need to obtain consent from the source owners or platform where it is hosted as a minimum requirement. The College advises you to complete the CoSS ethics application process. |
| **5** | **Will the data being collected include any personal or identifiable details their owners would not normally expect and accept to be used for secondary purposes?** *(e.g. name, email address, job role, id number, nickname etc.)* |  |  |  | If you selected ‘yes’, you will need to complete the CoSS ethics application process. |
| **6** | **When you scrape/mine/harvest data from the proposed source(s), do you intend to download and store copies of the data for ongoing use?** |  |  |  | If you selected ‘yes’ you will need to complete a Data Management Plan and a Data Participation & Impact Assessment (DPIA) as a minimum requirement. The College advises you to complete the CoSS Ethics application process to ensure compliance. |
| **7** | **Will you only need to view the data from the source to take notes with no requirements to download and retain?** *(e.g. view documents and take notes.)* |  |  |  |  |
| **8** | **Do any proposed published outputs of your findings pose any risk of individuals being identified?** |  |  |  | The College advises you to complete the CoSS Ethics application process to ensure compliance. |
| **9** | **Is it anticipated that proposed published outputs could be potentially disclosive?** *(e.g. commercially sensitive)* |  |  |  | The College advises you to complete the CoSS Ethics application process to ensure compliance. |
| **10** | **Does the project pose any potential risk to researchers, participants or stakeholders?** |  |  |  | The College advises you to complete the CoSS Ethics application process to ensure compliance. |

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| *If you ticked only green boxes, you would not normally require ethical approval for your project. If you ticked any white boxes, you will need to complete the CoSS ethics application process in full. If you ticked any blue boxes, you are advised to complete the CoSS ethics application process to ensure compliance. Email* [*socsci-ethics@glasgow.ac.uk*](mailto:socsci-ethics@glasgow.ac.uk) *if you have any further questions or would like to discuss further with a member of the CoSS Ethics Committee.* |