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There are limited and qualified exemptions from some of the above requirements within data protection law, for example, where delivery of the above information would be impossible (e.g. where we have no direct relationship with the subjects of the data and may be making secondary uses of existing research data), or where meeting the above requirements would seriously impair or prejudice the objectives of the study. This is not the case with the majority of the research undertaken by the University, would be *by exception*, and would not apply for reasons of mere inconvenience or because of fears

not be shared outside of the project. Such undertakings are not required, and will prevent researchers unnecessarily from making their research data accessible to others, even if they have been anonymised.

Contacts

The following can be contacted for advice on *specific questions or concerns* raised by the application, as relevant. Referrals should be made *by exception* and should be as specific as possible, with accurate reference to the relevant parts of the application. We have limited capacity to support School REC processes and will not review applications in full unless there is a need for doing so.

IMPS (data protection): imps@reading.ac.uk / 0118 378 8981

Research Data Manager (data management, preservation and sharing):
r.m.darby@reading.ac.uk / researchdata@reading.ac.uk / 0118 378 6161

DMP assessment checklist

A Word version of this checklist is provided for download

Appendix. References to key resources

DMP template for participant-based research

<https://www.reading.ac.uk/research-services/research-data-management/data-management-planning/research-ethics-and-data-protection>

The template that must be used for submission of the data management plan with the application for ethical review. Section-by-section guidance on completing the DMP is also provided.

Data Protection for Researchers

<https://www.reading.ac.uk/imps/data-protection/data-protection-and-research>

Detailed guidance on all aspects of personal data processing in research. Includes a sample consent form and data protection information for participant information sheets.