



Societal
Security
Network

VIRTUAL CENTRE OF EXCELLENCE FOR RESEARCH SUPPORT AND COORDINATION ON SOCIETAL SECURITY

D4.4 APPROVAL OF NATIONAL DATA PROTECTION AUTHORITIES

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Societal
Security
Network

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D4.4 Approval of national data protection authorities

Abstract: The following deliverable confirms that task 4.2 has received the approval from the national data protection authorities to start its activities.

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Contributors: J. Peter Burgess, Anne Duquenne (PRIO)

Reviewers: Anke Van Gorp (Chair of the Ethics Advisory Board)

Dissemination level: PU



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Introduction

The following deliverable confirms that task 4.2 “Mapping networks of security professionals” has received the approval from the national data protection authorities to start its activities.

Four deliverables containing the national data protection authorities’ approvals are planned in the SOURCE project: D3.4, D4.4, D6.5 and D6.6. This deliverable is the first one.

The authorisation was acquired through the Research Ethics Office of King's College London where the research activities are being led.

This deliverable presents the task requiring the authorisation, the informed consent form template used for workshops organised in relation to this task, the confirmation from the chair of the Ethics Advisory Board and finally the authorisation from the Research Ethics Office of King's College London.



1. Task 4.2

The purpose of deliverable 4.4 is to insure the research taking place in WP4, and more particularly in task 4.2, has received the approval of the national data protection authorities.

Task 4.2 is outlined in the Description of Work as follows: “This task will implement the theoretical and methodological principles of Task 4.1. It will investigate and document which authorities, agencies, institutions, and professionals who are involved with the debates on societal security in Europe. Through surveys and interviews, it will examine the internal working cultures, norms and understandings of security in the area of justice, freedom and security, and compare it with the societal security needs identified in WP2. The task aims to understand the potential as well as the limits of the knowledge production in societal security. Through in-depth interviews and a technique of ‘snow-balling’ between individuals in linked networks, the task will chart the tensions and flows of information through the European system. The knowledge about security professionals, institutions, understandings of societal security and flows of information will be mapped and represented through a computer-assisted visualization.”

This task will result in deliverable 4.2 which will be an “Analytic report and visualisation on societal security networks in Europe”. The report will aim to understand the potential as well as the limits of the knowledge production in societal security. It will include analysis of in-depth interviews and a comprehensive mapping of the knowledge about security professionals and institutions. The deliverable will be produced at the end of the project.



2. Informed consent form

The following Informed Consent Form will be used during workshops linked to the activities held in WP4:

Informed Consent Form

I agree to participate in this SOURCE [workshops/focus groups/interviews].

The purpose of the [pilot tests/field trials/demonstrations] has been explained to me in writing (in the information sheet).

I am participating voluntarily and understand that I can withdraw from the research, without repercussions, at any time, before it starts or while I am participating.

I am satisfied that the assurances of responsible and strict data governance, given by the SOURCE project, will be upheld.

I understand that anonymity, by disguising my identity, will be ensured at each research stage in the project.

A copy of the information sheet and (this) signed consent form will be given to the signee.

Signed.....

Date.....



3. Approval from the Ethics Advisory Board

The authorisation, subject of this deliverable, has been scrutinized and approved by the chair of the Ethics Advisory Board, Anke Van Gorp, as seen in the email exchange below.

From: [Anke Van Gorp](#)
To: [Anne Duquenne](#)
Cc: [J. Peter Burgess](#)
Subject: Re: SOURCE: Approval from the Ethics Advisory Board Chair
Date: 25. september 2014 19:59:05
Attachments: [image001.png](#)
[image004.png](#)
[image005.png](#)

Dear Anne and Peter

As chair of the ethics advisory board of Source, I have seen and approved of deliverable 4.4 (the approval of the ethics committee and data protection authority).

Kind regards
Anke van Gorp

Verzonden vanaf Samsung Mobile

----- Oorspronkelijk bericht -----

Van: Anne Duquenne <annduq@prio.no>
Datum: 24-09-2014 15:11 (GMT+01:00)
Aan: Anke Van Gorp <anke.vangorp@hu.nl>
Cc: "J. Peter Burgess" <jpeterburgess@prio.org>
Onderwerp: SOURCE: Approval from the Ethics Advisory Board Chair

Dear Anke Van Gorp,

In respect of task 4.4, KCL has obtained the approval from the national data protection authorities to start its activities in task 4.2.

Please therefore find the corresponding deliverable 4.4 in attachment. in your quality of chair of the SOURCE Ethics Advisory Board, we would appreciate if you could review the deliverable before final submission (30 September).

Your mail will be included in the deliverable in section 3.

Let us know if you have any question,

Warm regards,

Anne Duquenne



Anne Duquenne
[Peace Research Institute Oslo \(PRIO\)](#)
annduq@prio.no / Skype: anne.duquenne / +47 22 54 77 90



4. Approval from the Research Ethics Office of KCL



University of London

Research Ethics Office

King's College London

Rm 5.2 FWB (Waterloo Bridge Wing)

Stamford Street

London

SE1 9NH

21 July 2014

TO: Médéric Martin-Mazé

SUBJECT: Approval of ethics application

Registration number KCL: Z7915194

Dear Médéric,

REP/13/14-149 - SOURCE Project, Work Package 4: Mapping the professionals and institutions of security in Europe

I am pleased to inform you that full approval for your project has been granted by the WSG Research Ethics Panel. Any specific conditions of approval are laid out at the end of this letter which should be followed in addition to the standard terms and conditions of approval, to be overseen by your Supervisor:

- Ethical approval is granted for a period of **a year** from **21/07/2017**. You will not receive a reminder that your approval is about to lapse so it is your responsibility to apply for an extension prior to the project lapsing if you need one (see below for instructions).
- You should report any untoward events or unforeseen ethical problems arising from the project to the panel Chairman within a week of the occurrence. Information about the panel may be accessed at:
<http://www.kcl.ac.uk/innovation/research/support/ethics/committees/sshl/rep/index.aspx>
- If you wish to change your project or request an extension of approval, please complete the Modification Proforma. A signed hard copy of this should be submitted to the Research Ethics Office, along with an electronic version to crec-lowrisk@kcl.ac.uk. Please be sure to quote your low risk reference number on all correspondence. Details of how to fill a modification request can be found at:
<http://www.kcl.ac.uk/innovation/research/support/ethics/applications/modifications.aspx>



- All research should be conducted in accordance with the King's College London *Guidelines on Good Practice in Academic Research* available at:
<http://www.kcl.ac.uk/iop/research/office/help/Assets/good20practice20Sept200920FINAL.pdf>

If you require signed confirmation of your approval please email crec-lowrisk@kcl.ac.uk indicating why it is required and the address you would like it to be sent to.

Please would you also note that we may, for the purposes of audit, contact you from time to time to ascertain the status of your research.

We wish you every success with this work.

With best wishes

Rosie Pearson – Research Support Assistant
On behalf of
 WSG REP Reviewer

APPROVED – with provisos to be overseen by project supervisor

Primary Comments:

Please note approval can only be given for a period of 3 years; if data collection takes longer you can re-apply or amend at the end of that period; approval granted to Dec 1, 2017

3.4: Given that the information is fed into an anonymised system, will all interviews offer full anonymity – since there is little methodological need for disclosure? If not, this needs to be kept in mind and different levels of anonymity should be offered. Related to this, why is 7.4 n/a? Will results be reported in such a way that people are fully anonymised? when thinking about how much anonymisation you can/will offer, given that you are asking biographical questions, you need to keep in mind that biographical details can identify someone even if they are not named. This needs to be clear on the info sheets.

Further Amendments to Application (please identify the relevant section number before each comment):

5.2: Are you using gatekeepers? This is especially potent given that you are interviewing practitioners. If gatekeepers will be used then how will you mitigate the risk of compulsion on the part of potential interviewees. If this is the case, a simple technique might be to ask gatekeepers to send out a mass email with your details – those wishing to be interviewed could get in touch. This was anonymity is maintained too.



5.2 Please provide info sheet and consent form at first contact (if by email) or ASAP thereafter

Amendments to Information Sheet and Consent Form:

Info sheet: an exact date of withdrawal needs to be added, usually a month prior to the final submission or project end date.

Info sheet: Please re-write the description of the project for potential participants (your, not their) and provide more info on what they will be asked about; in the application you say: "Two sets of questions will be asked during these interviews: description of professional practice on the one hand, and biographical questions on the other"--the info sheet should make this clear and provide examples of each type of question

Info sheet: full details of the researcher needs to be added. Need to add name of REP panel--War Studies Group Research Ethics Panel

Consent form:

points 6, 7 and 8 have not been addressed on info sheet--they need to be if you intend to include them and should be removed if not

Approval is granted on assumption that reference to audio and video recording is a mistake as these have not been mentioned on info sheet or on application form