

Have you informed your Departments' Data Protection Co-ordinator about your project?

Yes

No

How long will your project last? _____

The following are the standard Data Protection Registration Purposes and Descriptions, if your research is not covered by these please add the information at the end:

Please indicate using a (✓) what is applicable to your research project

Personal Data will be collected from the following Data Subjects:

(Who will you be collecting the data from)?

Survey respondents, other persons assisting research
Patients
Patients families
Employees, trainees, voluntary workers
Employees of associated companies, organisations
Employees of other organisations
Recipients, customers or clients for goods or services
(direct or indirect)
Suppliers of goods or services (direct or indirect)
Claimants, beneficiaries, payees
Account holders
Share and stock holders
Partners, directors, other senior officers
Employers
Competitors
Business or other contacts
Advisers, consultants, professional and other experts
Agents, other intermediaries
Trustees

Members, supporters a club, society, institution
Assignees, guarantors, other parties with legitimate contractual or business interest
Donors and lenders
Complainants
Witnesses
Offenders and suspected offenders
Tenants
Landlords, owners of property
Correspondents and enquirers
Self-employed persons
Unemployed persons
Retired persons
Students
Minors
Applicants for permits, licences, registration
Taxpayers, ratepayers
Licence holders
Vehicle keepers
Elected representatives, other holders of public office
Authors, publishers, editors, artists, other creators
Immigrants, foreign nationals
Relatives, dependants, friends, neighbours, referees, associates, contacts of any of those ticked above

Other:

Description of Personal Data to be collected:
(What data will you be collecting)?

Identification data

Personal identifiers
Financial identifiers
Identifiers issued by public bodies

Personal characteristics

Personal details
Physical description
Habits
Personality, character

Family circumstances

Current marriage or partnership
Marital history
Details of other family, household members
Other social contacts

Social circumstances

Accommodation or housing
Property, professions
Immigration status
Travel, movement details
Leisure activities, interests
Lifestyle
Membership of voluntary, charitable bodies
Public offices held
Licences, permits held
Complaint, incident, accident details
Court, tribunal, inquiry proceedings

Education, Skills, Profession

Academic record
Qualification and skills
Membership of professional bodies
Professional expertise
Membership of committees
Publications
Student record

Employment details

Current employment
Recruitment details
Termination details
Career history
Work record
Health & safety record
Trade union, staff association membership
Payment, deductions
Property held by employee
Work management details
Work assessment details
Training record
Security details

Financial details

Income, assets, investments
Liabilities, outgoings
Creditworthiness
Loans, mortgages, credits

Allowances, benefits, grants
Insurance details
Pension details

Details of transactions

Goods, services provided to the data subject
Goods, services obtained from the data subject
Financial transactions
Compensation

Business information

Business activities of the data subject
Agreements, contracts
Trading licences held

Health and other classes

Physical health record
Mental health record
Disabilities, infirmities
Dietary, other special health requirements
Sexual life
Racial, ethnic origin
Motoring convictions
Other convictions
Criminal intelligence
Political opinions
Political party membership
Support for pressure groups
Religious beliefs
Other beliefs

Other:

Miscellaneous information

References to manual files, records
Uncategorised information

**The Data and, or, the results of the Research will be Disclosed to:
Individuals or Organisations directly associated with the Data Subjects**

The Data Subjects themselves
Family, relatives, guardians, trustees
Other members of their households, friends, neighbours
Employers - past, current or prospective
Employees, agents
Colleagues, business associates
Legal representatives
Financial representatives
Legal representatives
Financial representatives
Doctors, Dentists, other advisers
Social, spiritual, welfare, advice workers
Other professional advisers
Landlords

Individuals or Organisations directly associated with the Data User

Research Sponsors
Funding Agencies
Ethics Committees
Members, including shareholders
Other companies in the same group
Employees, agents
Recipients, customers, clients for goods or services

Claimants, beneficiaries, assignees, payees
Suppliers, providers of goods or services
Persons making any enquiry or complaint
Tenants

Other:

Organisation or individuals (general description)

Central Government

Inland Revenue
Customs & Excise
Driver & Vehicle Licensing Centre (DVLC)
Department of Education & Sciences (DES)
Departments of Health and/or Social Security
Department of Employment
Home Office
Ministry of Defence, including armed forces
Other central government, including Scottish,
Welsh & Northern Ireland Offices

Local Government

Education department
Housing department
Social Services department
Electoral registration, Assessment,
Valuation departments

Other public bodies

Other public bodies not elsewhere specified
Foreign governments and authorities

Justice

Police forces
Prosecuting authorities
Other statutory law enforcement agencies,
Investigating bodies
The courts
Judges, magistrates
Prison service
Probation service

Health & Social welfare

Health authorities, family practitioner committees,
or Family Health Service Authorities
Hospitals, nursing homes
Registered medical practitioners
Registered dental practitioners
Nurses, midwives, health visitors
Other health care agencies, practitioners

Other

Public utilities
Banks
Building societies
Insurance companies
Other financial organisations
Accountants & auditors

Lawyers
Credit reference agencies
Debt collection, tracing agencies
Employment, recruitment agencies
Private detective agencies, security organisations
Trade, employers associations
Trade unions, staff associations
Professional bodies
Voluntary, charitable, religious organisations
or associations
Political organisations
Education or training establishments,
examining bodies
Survey or research organisations, workers
Providers of publicly available information,
including public libraries, press and media
Providers of privately available information
and databanks
Traders in personal data
Other organisation or individuals

Other:

Will the results of your Research be published in an Academic Journal or other Publication?

Yes

No

Please note that if you do publish the results of your Research they must not contain data by which an individual can be identified.

B4. Overseas Transfer

The Eighth Data Protection Principle.

Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

The European Economic Area consists of the fifteen member states of the European Union together with Iceland, Liechtenstein and Norway. Data may be transferred within the European Economic Area without restrictions.

If you are collecting the Data in a country outside the E.E.A. please attach a copy of the Data Protection Registration in that country.

If you intend to transfer the Data to any other country or territory, please give details below and attach a copy of your agreement with the recipient.

Address for correspondence regarding this application:

This form will be returned to you with the appropriate UCL Data Registration References, which you may quote on your Ethics Application Form, or any other related forms.

**UCL Data Protection Registration Reference No:
Section:**

This form can be submitted by Email to:

data-protection@ucl.ac.uk

or in hard copy to:

**The UCL Data Protection Officer.
The Records Office.
South Junction,
Wilkins Building
Gower Street
London
WC1E 6BT**

Any queries regarding this form please contact:

Tel: 020 7679 0166 (UCL ext. 30166)