

## ETHICS GUIDANCE NOTE:

### IMPACT AND ENGAGEMENT ACTIVITIES AT NEWCASTLE UNIVERSITY

According to University policy, ethical approval must be granted for all research, consultancy and Continuing Professional Development (CPD) activities before work begins on the project. Formal ethical approval is not required for **standalone activities** such as:

- Events to disseminate information, including research findings and outputs.
- Obtaining feedback from participants to support the evaluation of events and activities such as workshops, seminars and conferences.
- Obtaining feedback from University colleagues and students to evaluate internal policies, procedures and teaching programmes.

However, where there are potential risks, ethical approval may still be sought for impact and engagement activities in order to provide an **additional level of assurance**.

University colleagues and students are encouraged to seek advice from their local Faculty Ethics Committee in the first instance. Formal ethical approval is typically recommended for **potentially high-risk activities** such as:

- Longer term impact and engagement activities involving quantitative or qualitative research methods to collect primary data.
- The collection of personal data<sup>1</sup> from human participants where the intention is to share this information with third parties or publicly disseminate the results. In this instance a [Data Protection Impact Assessment](#) (DPIA) form should also be completed and returned to the Information Governance Team at [rec-man@ncl.ac.uk](mailto:rec-man@ncl.ac.uk).
- Working with individuals or groups who may be vulnerable by virtue of their age, disability or mental health, economic or refugee status.
- Working with animals in any capacity.

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<sup>1</sup> **Personal data** is defined in the UK General Data Protection Regulation (GDPR) as: *“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”*.

All colleagues should complete the mandatory GDPR e-learning module which can be accessed via the University’s [Learning Management System](#) (internal login required). Further information is also available on the [internal GDPR web pages](#) or by emailing the Information Governance Team: [rec.man@ncl.ac.uk](mailto:rec.man@ncl.ac.uk).

If the proposed activity **does** meet any of these criteria, colleagues and students should complete the University's [online ethics form](#).

If the activity **does not** meet any of these criteria, formal ethical approval is not required. The activity may proceed as planned, provided that it is conducted in accordance with any relevant legal or regulatory guidelines. Further information is available via the University's [online ethics toolkit](#) and [Informed Consent Guidelines](#).

**Key contacts:**

- Faculty of Humanities and Social Sciences: [HaSS.Ethics@ncl.ac.uk](mailto:HaSS.Ethics@ncl.ac.uk)
- Faculty of Medical Sciences: [fmsethics@ncl.ac.uk](mailto:fmsethics@ncl.ac.uk)
- Faculty of Science, Agriculture and Engineering: [SAGE.Ethics@ncl.ac.uk](mailto:SAGE.Ethics@ncl.ac.uk)
- Animal Welfare Ethical Review Board: [AWERB@ncl.ac.uk](mailto:AWERB@ncl.ac.uk)
- Information Governance Team (for advice in data protection issues): [rec-man@ncl.ac.uk](mailto:rec-man@ncl.ac.uk)

**Research Policy, Intelligence and Ethics Team**  
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