

## **Working from Home, for Researchers.**

At the current time, and for the foreseeable future, researchers are unable to conduct face to face meetings with participants. In order to continue research projects, this data collation may have to be conducted online.

It is likely that switching to online interviews would represent a significant amendment. Researchers should check with their funder that the proposed methodology is an acceptable change to the research project protocol, consulting with their local Ethics Committee and IT for further advice as required.

This document provides general guidance on best practice and things to consider. Please also see [IT security - a condensed guide](#) and [HR- Guidance for Remote Interviews](#). This document is intended to be an initial guide and to develop future support. If you have experience in conducting on line research and would like to add in other examples of best practice, please do contact Jen Mayne ([jen.mayne@york.ac.uk](mailto:jen.mayne@york.ac.uk))

### **Ethics**

You must adhere to the [Ethics Code of Practice](#), in particular 3.4, below;

Ethical considerations should be kept in mind throughout the lifetime of the activity and **if circumstances change (e.g. significant amendments to the approved protocol for a project), additional ethical review/approval should be sought as necessary from the body/bodies which originally considered the proposal.**

Where this involves a body external to the University, the relevant departmental/subject-level ethics committee should be notified and records maintained as set out in 3.3.

### **Platforms**

The University's preferred platforms are Google Meet or Zoom.

- You must use the University's managed service, not a personal log in, as only that is GDPR compliant.
- Our managed Zoom setup is also configured to force password, respect privacy etc.

Be aware that some territories only allow particular platforms, for example we can only use Zoom with participants in China.

### **Recording**

Using the University's managed accounts ensures that the data generated is owned by the University.

Both Zoom and Google Hangouts give an alert to all parties when recording commences.

- Best practice is to start the meeting without recording, to explain to the participant that recording is about to commence, and if necessary why, before starting the recording.
- Google Hangouts saves recordings directly to the meeting organiser's Google drive, regardless of who started the recording, be aware of this if a third party (eg. an administrator) is arranging the meetings on your behalf.
- Zoom recordings are saved to your device and should be uploaded to the appropriate Google drive for storage.
- If a host chooses to record a Zoom meeting locally, then chats sent publicly, as well as any private chat exchanges that the host who chose to record the meeting participated in during the session, are saved. It is advisable not to say anything on the chat facility that you would not want to share with the host.

### **Privacy and courtesy**

In the current circumstances, it may be difficult to conduct online meetings without being overheard by others in your household.

Wherever possible, when conducting a meeting you should be in a room on your own where you won't be interrupted. If this is not possible, it is advisable to wear headphones with a microphone. As a courtesy, you should tell the person you are meeting with if you can be overheard.

Depending on the nature of your meeting, it may be appropriate to note if your participant is in a room alone, or if they appear to be engaged with someone "off screen", if this is likely to have an impact on the responses they are giving.