## Location and setting of the study

**1. Research outside the EU & online research**
Research that takes place physically outside the EU must be submitted to the EACLM for review (Full Track). Research that takes place entirely online (e.g. participants are recruited via Prolific or social media) falls within the framework of the light procedure, except when platforms, such as MTurk, are used (see section 3). Then the research must be submitted to the EACLM for review (Full Track).

**2. Research at external organisation**
It is important in the case of an external location (e.g. school, institution, company, ect.) that legal cover is adequately arranged. The EACLM considers it a responsibility of the researcher to ensure that these things are properly arranged. For support, please contact the local privacy officer (NSM/FoL).

**3. External recruitment platforms & software**
The EACLM guidelines on external recruitment platforms can be read via this link. When using an online platform/software other than Qualtrics, Limesurvey or Prolific, consult with the local privacy officer (NSM/ FoL) to check whether the platform/software complies with the privacy rules according to the AVG.

## Participants and dealing with participants

**4. Research with minors**
Minors may be more vulnerable than adults. If participants are 15 years old or younger, the study must be submitted to the EACLM for review (Full Track).

**5. Menta/legal competence**
Participants must have the mental and legal capacity to consent to their participation in the study and to the processing of any personal data. A person can be mentally/legally incompetent if they: (a) cannot read, understand, and/or critically consider information, (b) do not understand the consequences of their decisions, (c) cannot make a decision and/or (d) have a cognitive impairment that affects understanding, memory or decision-making. Incompetency applies, for example, to people with Alzheimer's disease, and often occurs in people with intellectual disabilities who are treated by institutions. In such cases, they have a legal representative who makes decisions for/with them in the context of their therapy and therefore the participation in studies. If there is no legal representative, but there are doubts about a person's mental/legal capability, the counselling team/practitioners or another professional can be consulted.

If participants are minors (only possible via the Light track if the research meets the formulated criteria of the Light Track for research among minors in the school context) the parents or legal representatives must be legally competent. If the participants are minors (not suitable for the Light

Track), the parents or legal representatives should have legal capacity. If participants are incompetent, then the study must be submitted to the EACLM for review (Full Track).

**6. Vulnerable participants**
If the study includes the following groups then the study must be submitted to the EACLM for review (Full Track):

- Populations of patients and/or people with a (diagnosed) physical or mental condition, or people with a (diagnosed) disability. This includes physical disabilities, dyslexia, ADHD, etc. A patient is someone with a mental or physical condition for which they are under the treatment of a doctor or social worker (and thus currently in need of care) shortly before, during or after the study period.
- Participants who are vulnerable for some other reason (e.g. incompetent, in some cases pregnant, prisoners, refugees, people with a vulnerable social position, participants undergoing therapy, living in a care or nursing home and/or who have experienced trauma).

**7. Voluntariness**
In the study, there should be no social pressure, financial temptation, and/or participants should not be in a dependent relationship (e.g. therapist/teacher/employer asking patients/students/employees to participate in the study) and/or are not in circumstances of distress, pressure, or oppression that undermines their ability to feel free in their decision to participate.

## Design and risks/burdens of the study

**8. Physical & mental risks**
The risks of participating in the study should not be greater than would be expected in everyday life. Research in the Light Track should have no risk of incidents (e.g. incidents that require medical or other assistance, e.g. cardiac injury in an exercise test). Also, if there is a risk of mental and/or physical harm, then a review by the EACLM is necessary (Full Track).

**9. Societal consequences**
The study must not have any consequences for participant's private / social life, serious social/societal consequences, consequences that cause conflict or unrest between people and/or unfair treatment of minorities (e.g., following actions/behaviour that violates the physical and/or psychological integrity of the participant, consequences for relations in the private or professional environment or discrimination).

**10. Time investment participants**
Research in the Light Track has a minimal burden for participants, both in terms of time investment and/or number of sessions, as well as mentally and physically. For example, minimal burden is when the research involves one or two sessions of up to an hour that are not mentally and physically demanding.

**11. Riscs for researchers**
Potential risks concern not only participants but also researchers. Research can take place in extreme situations and among people with serious problems. Examples include war and its aftermath, illness,

medical dilemmas, poverty and (psycho)social problems. Conducting such research can be a serious stressor for the researcher.

## Informed consent, data management and privacy

**12. Informeren**
The information about the study is clear and tailored to the participants, i.e. no jargon or difficult terms are used. Information about the study is not only about the content of the study, but also about the risks, possible feedback, data storage (how long, how, where), anonymity or 'pseudonymity. When drafting the information and consent letter, use the EACLM templates as much as possible.

**13. Inform in advance**
What informing in a 'timely manner' and 'sufficient' time for consideration means depends on the situation, target group and type of research. Broad guideline: for relatively simple online research (e.g. surveys), it may be short (<24 hours), for research involving several sessions/measurements, several days to a week are recommended.

**14. Consent & ability to stop the study**
Active consent means that the participant must perform a recorded action in order to participate. If possible, signatures are preferred, but clicks on buttons or links, positive responses to emails or similar (digital informed consent) also count as active consent. For fully online surveys, the name and signature of the participant are not required and it is sufficient to store the date and time of when they clicked the 'consent' button and a unique session ID. See the EACLM informed consent templates.

Participants can also quit the study at any time, without any consequences for them and without having to give a reason. Participants should be explicitly informed about this (orally or in writing) and receive contact details of the researcher(s). The way in which participants can terminate their participation should be clearly described and accessible. They should also be clearly informed what happens to any data already collected.

**15. Personal data - anonymising/ pseudonymising data**
Ensure that data are stored either anonymously or pseudonymously.

Anonymous means that no identifiable personal data are collected (e.g. collect age in years instead of date of birth) or that there is no link between survey data and any identifiable personal data (such as name, date of birth and e-mail address). It is therefore impossible to find out which answers were filled in by which individual participant.

Pseudonymised means that identifiable personal data are stored separately from the survey data, but that a key file (stored in a safe place) can still be used to find out who filled in/said what.

See also 'what are personal data'.: https://www.radboudnet.nl/privacy/bescherming-persoonsgegevens/persoonsgegevens/

**16. Special categories of personal data**

To be allowed to process special personal data, these must be explicitly included in the information and consent form (using a separate tick box or yes/no question). It should also be explained why this information is necessary for the study. Special personal data include, for example, a person's ethnicity, religion, health (illness/disability/BMI), trade union membership or criminal behaviour. For more information see https://www.radboudnet.nl/privacy/bescherming-persoonsgegevens/persoonsgegevens/.

**17. Video & audio recordings**

Photographs, video and/or audio recordings of the participant are personal data because someone can be identified by their voice/appearance. In order to take and store photographs, video and/or audio recordings, the EACLM recommends that the purpose of the recording(s) is explicitly explained in advance and permission is requested for this through a separate checkbox or yes/no question. If the recording(s) are shared and/or used for other purposes (e.g. in education or in a presentation), permission must be requested separately for each purpose. It should also be clear how the participant can later withdraw the recording(s) if desired. See the EACLM informed consent templates. The EACLM recommends that video and/or audio recordings are deleted after the study is completed or transcribed.