

FREEDOM OF INFORMATION ACT REQUEST FOIA0768

Regarding your deployment of the "OccuEye" automated workspace utilisation analysis system within the Futures Institute building at Coventry University Technology Park, and the study relating to that deployment.

Please provide any information you hold relating to:

1. Name and position of the person authorising the deployment, and the date on which that decision was made.

Richard Dashwood, Deputy Vice Chancellor – Research, approved the deployment in Futures Institute, and Robert Thompson, Group Director of Estates, approved the wider cross-campus project.

2. The purpose, scope and duration of the deployment, and a detailed description of the data to be captured.

The deployment in the Futures Institute is in order to determine how space is being used over a three-month period. The data captured will be which desks are being used, and how long they are being used for throughout the duration of the deployment. This will be determined by the system which uses heat and motion sensors to work out if the desk is being used. The units were fitted at the end of July, with data being collected from 1st September 2018 for three months.

3. Discussion and decisions taken in respect of ethical approval for this deployment, together with a copy of the ethical approval.

A copy of the ethical approval, dated 26th July, is attached.

4. Discussions undertaken with the staff and students working within the Futures Institute building regarding this deployment.

Managers were informed at the RLT meeting on 10th July. This was followed by an email from Richard Dashwood to all Research Centre Executive Directors and Research Centre Operations Managers on 25th July 2018 which attached the Ethics Letter (which I have attached). A follow up email was sent on 2nd August so that staff could be properly briefed prior to the start of data collection on 1st September.

5. Discussion and decisions taken as to whether staff and students should be informed of the deployment and, if so, date-stamped copies of that information.

I believe this is answered in question 4,

6. Detail what measures will be taken to ensure that no persons can be directly or indirectly identifiable in the outputs or findings of this study.

There will be no personal data collected. The only data is whether the desk is in use or not. This will not be linked with ITS log in data, so the person using the desk will remain anonymous.

7. Detail how you will guarantee the full security and confidentiality of any personal or confidential data collected during the study?

There won't be any personal or confidential data collected.

8. Is there a possibility that any person could be directly or indirectly identified in the outputs or findings from this study?

If YES, please explain why this is the case.

This is not the purpose, nor is it a specifically intended function of the system under consideration. However, in theory, it could be possible to identify an individual's patterns of occupation if they were more sedentary in their type of work, i.e., specifically assigned to particular desk/workspace or sequence of activities. To ensure this cannot happen, the system has been configured so that any personal association with location is masked. Furthermore, as the data collected at such a granular level will be solely for the use of the estates space management team, any unintended association between gathered data and specific people would not be generally available.

Any data reports generated by the system - and offered to others for review - would primarily be in the form of summary data (including graphs, charts, etc.) and, as such, would not be able to be associated with any particular individual's presence or activities.

9. Is there a possibility that any person could have confidential information made known in the outputs or findings from this study?

If YES, please explain why this is the case.

No.

10. Will any member of the research team, or elsewhere in the University, or third party, retain any personal or confidential data at the end of the study, other than in fully anonymised form?

If YES, please explain the nature of that data, and why this is the case.

No.

11. Will any member of the research team, or elsewhere in the University, or third party, make use of any confidential information or knowledge obtained for any purpose other than the research project?

If YES, please explain the nature of that data, and why this is the case.

No.

12. What steps have you taken for secure data management, in accordance with the Data Protection Act 2018?

The project has been checked and approved by the Ethics Committee and by IPU in order to ensure data management is secure.

13. Detail the location where data will be stored, who will have access, the method of access, and what encryption methods will be used.

Data will be stored in a secure cloud-based location and will be accessed by the Estates Space Management team.

14. Please explain how collected data will be destroyed, when it will be destroyed, and by whom.

Data will be deleted after the end of the entire cross-campus project by the Estates Space Management team.

15. Will all the participants be fully informed, BEFORE the monitoring begins, why the study is being conducted and what their participation will involve?

If NO, please explain why.

Yes. This information has been given to Research Centre Executive Directors and Research Centre Operations Managers to discuss and disseminate.

16. Will every participant be asked to give written consent to participating in the study, before it begins?

If NO, please explain how you will get consent from your participants. If not written consent, explain how you will record consent.

No. As no personal data is being collected it was deemed that there is no personal participation in the project and thus no need for consent.

17. Will all participants be fully informed about what data will be collected, and what will be done with this data during and after the study?

If NO, please specify.

Yes. This information has been given to Research Centre Executive Directors and Research Centre Operations Managers to discuss and disseminate.

18. Will there be audio, video or photographic recording of participants? Will explicit consent be sought for recording of participants?

If NO to explicit consent, please explain how you will gain consent for recording participants.

There will be no audio, video, or photographic recording as part of the study so no consent is needed.

19. Will every participant understand that they have the right not to take part at any time, and/or withdraw themselves and their data from the study if they wish?

If NO, please explain why.

This is not applicable as no personal data is collected so there is nothing to withdraw.

20. Will every participant understand that there will be no reasons required or repercussions if they withdraw or remove their data from the study?

If NO, please explain why.

This is not applicable as mentioned in the answer to number 19.

21. Does the study involve deceiving, or covert observation of, participants?

If YES, please explain why this is necessary.

No.

22. Will you debrief participants at the earliest possible opportunity?

If NO, please explain why.

There is no specific debrief planned for members of the Futures Institute. Information from the study will be shared with Richard Dashwood for him to disseminate as appropriate.

23. What steps have you taken to reduce and address any physical harm to participants in the study?

If NONE, please explain why.

Units were checked with the Safety and Risk Management team to ensure that they would not cause physical harm to participants.

24. What steps have you taken to reduce and address any psychological or emotional distress to participants in the study?

If NONE, please explain why.

As no personal data is being collected it was deemed that there is no personal participation in the project.