

EXEMPLAR 3
Section 7

The ethical issues (risks) and mitigation methods are:

1. *Risk of rogue access to the data during its transfer from the X Service to the Massey Researchers*
Mitigation: The X Service will send the password-protected data to the researchers and will then separately provide the password to the researchers.
2. *Risk of rogue access to the data during the research at Massey*
Mitigation: The data will be stored on a single computer at Massey University, it will be password-protected and only the two researchers will know the password. The data will be stored on the most secure Massey directory (the H directory) and all data will be deleted at the end of the research.
3. *Risk of a breach of client confidentiality – the identity of interviewees could become known*
Mitigation: The data provided by the Service will not include any information revealing the identity of the interviewee. Each interviewee will be given a unique identifying number known only to the Service, so that the researchers cannot identify individuals.
4. *Risk of harm to interviewees from inappropriate use of information including insensitivity to issues such as culture, age, gender and social class of interviewees*
Mitigation: The interviews were collected by the Service in order to optimize the effectiveness of their XX programs. The researchers undertake to link all findings from the research to the XX strategies and will not publish any research without the written consent of an officer of the Service. The researchers will sign a confidentiality agreement to this effect.
5. *Risk of harm to Massey University from disreputable research*
Mitigation: The researchers undertake to protect the reputation of Massey University, as outlined in the Policy on Staff Conduct and the Code of Responsible Research Conduct.