

SECURITY SENSITIVE RESEARCH REGISTRATION FORM

This registration form should be completed in all instances where planned research will encounter security sensitive topics or materials in line with the King’s College London’s [Security Sensitive Research Activities Policy](#) and [Procedure for Registering Security Sensitive Research Activities](#). Researchers should complete Section 1 of this registration form in the first instance. If the answer is ‘yes’ to any question, researchers should submit their complete registration form in line with the guidance on submission found in Section 7.

SECTION 1 – Filter Questions		
Security sensitive research checklist		
	Yes	No
1. Does the research involve the access, collection and/or analysis of terrorist materials that fall under the Terrorism Act 2006 or Counter Terrorism and Security Act 2015 , or interactions with members of Proscribed Terrorist Groups or Organisations ?	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the research involve the access, collection and/or analysis of extremist* materials, or interactions with members of extremist* groups?	<input type="checkbox"/>	<input type="checkbox"/>
* Extremism is defined as the promotion or advancement of an ideology based on violence, hatred or intolerance, that aims to: 1) Negate or destroy fundamental rights or freedoms, 2) Undermine, overturn or replace liberal democracy, 3) Enable the spread of extremism. Further guidance can be found on: New definition of extremism (2024) - GOV.UK (www.gov.uk)		

If you have answered ‘NO’ to all questions in Section 1:

Completion of the further sections of this form is not required and this form does not need to be submitted. Researchers should however ensure that any additional requirements (such as obtaining ethical clearance, risk assessment, and/or registration on KDPR) are completed before data collection commences.

If you have answered ‘YES’ to any question in Section 1:

Answering ‘yes’ requires that this research be registered on the King’s *Security Sensitive Research Register*. The remaining sections of this form should be completed and submitted in line with the guidance in Section 7. Students should consult with their research supervisors whilst completing this form.

SECTION 2 – Researcher details	
Full name of researcher:	
Email address:	
K number:	
Level of study (if applicable):	

Supervisor (for students) or Head of Department name (for staff):	
Supervisor (for students) or Head of Department (for staff) email address:	
Details of any other researchers working on the project (if applicable):	<i>Please provide full names and email addresses. In cases of non-KCL researchers please also detail the institution name.</i>
Full title of research project:	

SECTION 3 – High Risk Checklist

Please indicate if the study involves any of the following risks -

		Yes	No
1.	Will the researcher be in direct contact/interact directly with members of extreme or terrorist proscribed groups?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Will it be possible to identify individuals/groups in research outputs, and if yes, could this pose a risk to those individuals or others?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Does the research involve collection or exposure to information that the researcher may be required to report to the police/government?	<input type="checkbox"/>	<input type="checkbox"/>

If the answer to any question in section 3 is 'yes':

Answering 'yes' to any of the above 'high risk' questions will result in your registration form being referred to the King's *Security Sensitive Research Expert Advisory Panel (SSREAP)* for an expert opinion. This may result in requests for changes to your study and impact on the timeframe for registration, in line with the King's [Security Sensitive Research Activities Policy](#)

Please note – The Research Governance Office reserves the right to refer to the SSREAP for expert opinion in cases where the researcher has not answered 'yes' to any of the above high-risk questions, but the RGO lacks sufficient expertise to make an informed decision about the potential risks presented by a project.

SECTION 4 – Details of data collection	
1. Provide a description of the type of security sensitive material to be collected and for what purpose. Please provide detail on how you intend to access or interact with any material or individuals/groups.	
2. Does this research require ethical clearance? If you are unsure, please work through the guidance found on this page to ascertain whether clearance will be required.	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
2 (b) If no, please provide an explanation to why this is not required:	
3. Will collection/access of security sensitive data/material be conducted solely from the University network (including the wireless network and VPN) and from computers which are University-owned and used primarily for university business? <i>Please note – You must specifically address how you intend to mitigate any related risks in row 5 of the risk assessment table in Section 6.</i>	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Will collection/access of security sensitive data/material be conducted solely on University premises? <i>Please note – You must specifically address how you intend to mitigate any related risks in row 6 of the risk assessment table in Section 6.</i>	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. Will your research require the electronic transmission (e.g. as an e-mail attachment) of security sensitive research material? <i>Please note - You must specifically address how you intend to mitigate any related risks in in row 4 & 5 of the risk assessment table in Section 6.</i>	
Yes <input type="checkbox"/>	No <input type="checkbox"/>

SECTION 5 – Storage of security sensitive data	
For any security sensitive research that will be conducted online or will require the storage of electronic research data, King’s IT Services must be made aware of your research.	
All material should be stored in a solution with restricted access that has been approved for use by the IT Assurance team. Before submitting your SSR registration form, please raise a ticket with the IT Assurance on https://kcl-dwp.onbmc.com/dwp/app/#/itemprofile/5614 to determine the most appropriate storage solution for your data.	
Please detail any access and security measures IT Assurance have recommended below.	
I confirm that I have contacted the IT Assurance for advice on data access, security and storage measures and will conduct my research as instructed.	
<input type="checkbox"/>	
Security measures recommended:	<i>Please provide details of the security measures the IT Service desk have recommended, if any.</i>

SECTION 6 – Risk Assessment

The below guidance outlines what information should be provided in each section of the risk assessment form. It is important the nature of the risk is considered carefully, with lay language used throughout. The below examples are not exhaustive, researchers must carefully consider what specific risks may arise during their project and ensure these are reflected in the additional sections provided.

	Risk Description	Assessment of Risk		Management of risk
	<i>What is the precise nature of the risk in question?</i>	<i>If the risk identified was to occur, who would this likely impact? (i.e. the PI, another researcher, etc.)</i> <i>What would be the impact of the risk occurring?</i>	<i>What is the likelihood of this risk occurring?</i> <i>(Low, medium, or high)</i>	<i>How have you planned to mitigate this risk?</i> <i>What protocol(s) can be put in place to help mitigate this specific risk, and how will these be utilised during the project?</i>
1.	Risk to the health and safety of researcher when viewing security sensitive content (which might be extreme or violent in nature) during the research.			
2.	Risks relating to how the data is accessed or obtained (i.e. accessing materials from online sources or conducting in person interviews).			
3.	Risk of a data breach occurring during the completion of the research, leading to loss or disclosure of sensitive research.			

	Risk Description	Assessment of Risk		Management of risk
4.	Risks arising if security sensitive data was not deleted/destroyed appropriately.			
5.	Risks relating to not conducting research on the University network or not using a University-owned computer.			
6.	Risks related to the physical location the researcher will use when collecting/accessing data.			
7.	Risks associated with having untrained staff working on the project.			
8.	Risks associated with security clearance, and who else may need to have such clearance.			
	<i>Please add further risks in this section, expanding this table further if required.</i>			

SECTION 7 - Submission
Process:
Research Requiring Ethical clearance: This form should be submitted to the Research Governance Office at rgo@kcl.ac.uk to confirm the registration prior to submitting an ethics application.
Research which doesn't require ethical clearance or has been registered as minimal risk: This form should be submitted to the Research Governance Office at rgo@kcl.ac.uk to confirm the registration prior to commencing any data collection.
Declarations:
1. I confirm that data collection will not commence until confirmation of registration has been received.
2. I understand that a record of this project will be stored on the King's <i>Security Sensitive Research Register</i> .
3. I understand that the registration of this project with King's College London does not guarantee that my research activities will not be investigated by UK or international authorities.
Signatures:
Researcher signature:
Supervisor signature (if applicable):