ETHICAL DATA COLLECTION METHODS

BEST PRACTICES

TRANSPARENCY

- Let participants know who you are, the organization you represent and the reason for collecting data
- Avoid anything that will cause physical or emotional harm to participants. **Make participants aware of any potential harms prior to their participation.**

PERMISSION/CONSENT

- Make sure that you have permission from the people providing the data.
- Make sure they understand their involvement is **voluntary** and that they are free to withdraw from the study at any time without pressure or fear of retaliation.

REMAIN UNBIASED

- Make a conscious effort to remain neutral and unbiased. Recognize your personal preconceptions or opinions interfere with the data collection process and adjust your methods accordingly.

ENVIRONMENTAL CONSIDERATIONS

- Remain aware of the environment and your surroundings when your are collecting data to ensure the privacy of your participants

CONFIDENTIALITY

- Data is typically collected with assumption that the information gathered is confidential and the findings will be anonymous.
- Certain situations require you to break this understanding of confidentiality. Let the participant know when you will have to break confidentiality.

PROTECT THE DATA

- Don't leave anything containing personal information in a place that can be easily accessed by people who are not involved with the project.
- Keep information in a secure and locked location.

FAIR AND REPRESENTATIVE SAMPLE

- Avoid taking advantage of easy to access groups because it is convenient. This type of sampling method is called *convenience sampling.*
- *Instead* collect data from people who accurately represent the group you intend to study.

COMPENSATION

- Be respectful of people's time and when possible, compensate them for it.
- Compensate fairly and responsibly.