**University of Essex**

**Security-Sensitive Research Material**

**Registration Form (Section 1)**

Name: ………………………………………………………………………………………………

Department: ………………………………………………………………………………………..

Does your research fit into any of the following categories which have been identified as security-sensitive?[[1]](#footnote-1) If so, indicate which:

1. Commissioned by the military:

|  |  |
| --- | --- |
| Yes | No |

1. Commissioned under an EU security call:

|  |  |
| --- | --- |
| Yes | No |

1. Involve the acquisition of security clearances:

|  |  |
| --- | --- |
| Yes | No |

1. Concerns terrorist or extreme groups

|  |  |
| --- | --- |
| Yes | No |

If your answer to question 4 is yes, continue to the questions in section 2. Otherwise continue to Section 3.

**Registration Form (Section 2)**

The Terrorism Act (2006) outlaws the dissemination of records, statements and other documents that can be interpreted as promoting or endorsing terrorist acts.

1. Does any of your research involve the storage on a computer of any such records, statements or other documents?

|  |  |
| --- | --- |
| Yes | No |

1. Might your research involve the electronic transmission (e.g. as an email attachment) of such records or statements?

|  |  |
| --- | --- |
| Yes | No |

1. If you answered ‘Yes’ to questions 1 or 2, you are advised to store the relevant records or statements electronically on the secure University file store. The same applies to paper documents with the same sort of content. These should be scanned and uploaded. Access to this file store will be protected by a password unique to you. Please initial the box to indicate that you agree to store all documents relevant to questions 1 and 2 on that file store:

|  |
| --- |
| Yes |

1. Please initial the box to indicate that you agree not to transmit electronically to any third party documents in the document store:

|  |
| --- |
| Yes |

1. Will your research involve visits to websites that might be associated with extreme, or terrorist, organisations?

|  |  |
| --- | --- |
| Yes | No |

1. If you answer ‘Yes’ to question 5, you are advised that such sites may be subject to surveillance by the police. Accessing those sites from university IP addresses might lead to police enquiries. Please acknowledge that you understand this risk by initialling the ‘Yes’ box below.

|  |
| --- |
| Yes |

Please continue to Section 3.

**Registration Form (Section 3)**

**Declarations**

1. By submitting to the registration process, you accept that the University Research Governance and Planning Manager will have access to a list of titles of documents (but not the contents of documents) in your document store. These titles will only be available to the Research Governance and Planning Manager. Please acknowledge that you accept this by initialling the ‘Yes’ box below.

|  |
| --- |
| Yes |

Signature of Researcher: ………………………………………………………………

Signature of Supervisor (for students) …………………………………………………

Signature of Departmental Director of Research ……………………………………

Date: ……………………………………………………………………………………..

After completion the form should be submitted to the Research Governance and Planning Manager (sarahm@essex.ac.uk).

1. See paragraph 1 of the University’s [Policy and Procedures for Handling Security-Sensitive Research Material](https://www1.essex.ac.uk/reo/documents/policy-and-procedures-for-handling-security-sensitive-research-material.pdf) [↑](#footnote-ref-1)