

# Legal and ethical requirements for your 'Co-creating our city' project



## Consent to participate

- ☐ The laws and research ethics guidelines for my country/local area checked
- ☐ Informed consent obtained from all participants
- ☐ For young people who are minors: Parental/guardian and youth consent obtained
- ☐ Consent forms are age-appropriate and easy to understand
- ☐ Participants informed of their right to withdraw at any time

## Data protection & privacy

- ☐ Personal data collected and stored in compliance with data protection laws (e.g., GDPR)
- ☐ Participants informed about what data is collected, why it is collected, who has access, and how long it will be stored
- ☐ Data anonymized or pseudonymized where appropriate
- ☐ Secure storage and limited access to sensitive information ensured
- ☐ A plan for when and how data will be deleted put in place

## Photos, video & audio recordings

- ☐ Written permission obtained for taking and using images/audio/video
- ☐ For young people who are minors: Parental/guardian and youth consent obtained
- ☐ Participants informed where and how recordings may be used (e.g., reports, social media)
- ☐ Right to revoke media consent clearly explained

## Child and youth protection

- ☐ Project team checked and informed about national child protection and safeguarding laws
- ☐ Adults who work with minors have been vetted and authorized
- ☐ Staff have had professional qualifications checked and have been trained
- ☐ Safeguarding policy in place and communicated to all staff
- ☐ Clear procedures for reporting concerns or incidents
- ☐ Risk assessments completed for all activities

## Additional ethical considerations

- ☐ Activities designed to minimize power imbalances
- ☐ Safe and inclusive space for youth participation created
- ☐ Diverse voices and experiences represented
- ☐ Transparent communication about project goals and use of results aimed for