**Department for Health and Wellbeing (DHW) Human Research Ethics Committee (HREC) Exemption checklist and request process**

As stated in the [*National Statement on Ethical Conduct in Human Research*](https://www.nhmrc.gov.au/about-us/publications/national-statement-ethical-conduct-human-research-2023) 2023 (National Statement), some research may be eligible for exemption from ethics review.

**Exemption criteria**

If the project satisfies the criteria below, the HREC will assess the research project’s level of risk and may grant an exemption from ethical review. Please note, the decision as to whether to grant an exemption from review for a research project is the responsibility of the HREC — it is not the responsibility of the researcher.

Guidance provided in the National Statement Chapter 2.1 on risk and in Chapter 3.1, Element 4 on identifiability of information, data management, secondary use of information and sharing of data and information should be considered for each item.

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| **Exemption checklist criteria** | Mark appropriately |
| The research **does not** involve the use of personal information without consent | MANDATORY  Yes/ No |
| The research carries a **low level of risk\*** to participants or the community and satisfies one or more of the conditions in (a)–(d), below: | MANDATORY  Yes/ No |
| (a) the research involves the use of **collections of information or data** **from which all personal identifiers have been removed** prior to being received by the researchers and where researchers explicitly agree  (i) not to attempt to re-identify those with whom the information or data is associated;  (ii) to take all reasonable steps to prevent re-identification of the information or data for unauthorised purposes or access to the information or data by those who are not authorised; and  (iii) that any sharing of any research data during or after the project will not create any additional risks of re-identification of the information or data; | Select appropriate  Yes/ No |
| (b) the research is restricted to surveys and observation of public behaviour using information that was or will be collected and recorded without personal identifiers and is highly unlikely to cause distress to anyone associated with the information or the outcomes of the research; | Select appropriate  Yes/ No |
| (c) the research is conducted as part of an educational training program in which the research activity is for training purposes only and where any outcomes or documentation are for program use only; | Select appropriate  Yes/ No |
| (d) the research uses only information that is publicly available through a mechanism set out by legislation or regulation and that is protected by law, such as mandatory reporting information, information obtained from registries of births and deaths, coronial investigations or reports of the Australian Bureau of Statistics. | Select appropriate  Yes/ No |

\*The National Statement defines lower risk as research in which there is no risk of harm, but in which there is may be a risk of discomfort and in which there may also be a foreseeable burden (low risk research) OR research in which there is no risk of harm or discomfort, but which includes a potential for minor burden or inconvenience (minimal risk research). Please refer to the National Statement section 2.1 for more information.

**How to apply for an exemption from ethical review**

Complete the checklist above and write a brief project summary below.

Email the details to the DHW HREC Executive Officer on [health.humanresearchethicscommittee@sa.gov.au](mailto:health.humanresearchethicscommittee@sa.gov.au). For any queries, please call 08 7117 6635.

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| **Project title** |  |
| **Investigator details**   * Name * Position * Department * Email address |  |
| **Project overview**  Please provide a brief overview of the project, its aims and expected outcomes. Please detail the specific participant population and recruitment methods. |  |
| **What will the results of this project be used for?** | Publication  Conference presentation  Department presentation  Setting up a database or registry  To determine if any improvements can be made to departmental service or delivery/ guidelines/ protocols |
| **Declaration** | I recognise that a research activity that is exempted from ethics committee review must comply with the *National Statement on Ethical Conduct in Human Research* and *The Australia Code for Responsible Conduct of Research.*  I confirm the information provided in this form is true and correct.  Applicant:  Date: |