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Reference: DSD/11/2/2/2/REC

Enquiries: [DSD.REC-Ethics@westerncape.gov.za](mailto:DSD.REC-Ethics@westerncape.gov.za)

Dear Applicant

**UNDERTAKING RESEARCH IN THE WESTERN CAPE DEPARTMENT OF SOCIAL DEVELOPMENT**

All requests to undertake research in or about the Department, require approval from the Department's Research Ethics Committee (REC). Before submitting your application, please consult the following documentation that can be downloaded from the Department's website at <https://www.westerncape.gov.za/dept/social-development/services/850/42851> or obtained from the REC Secretariat:

1. The Terms of Reference of the Committee (September 2023)
2. The Department's Research Ethics Policy
3. Time frames and procedures for the submission of applications. Applications must be submitted six weeks before the next scheduled meeting.
4. Kindly be advised that all research applications need to be compliant with the provisions of the Protection of Personal Information Act no 4 of 2013. Researchers are advised to consult the proposed Popia Code of Conduct compiled by the Academy of Science for research for guidance in this regard.
5. Some personal information may be requested as part of an application to the REC. Should you agree to provide relevant personal information, it will be processed and safeguarded in accordance with the provisions of Popia. More information can be obtained at [https://www.westerncape.gov.za/assets/departments/social-development/popia\\_dsd\\_privacy\\_notice\\_202230.03.22\\_final.pdf](https://www.westerncape.gov.za/assets/departments/social-development/popia_dsd_privacy_notice_202230.03.22_final.pdf)

While the Department recognises and values the importance of research, it is unable to accommodate all the research requests received annually due to service delivery and operational pressure.

Yours sincerely

Gavin Miller  
Chairperson  
Date