**[UNIVERSITY OF HUDDERSFIELD – LOGO?]**

**PARTICIPANT INFORMATION SHEET**

[Title of Project]

[Researchers]

You are being invited to take part in this study [BECAUSE …]. Before you decide to take part it is important that you understand why the research is being done, what it will involve and what will happen to data you provide.

Please take time to read the following information carefully and discuss it us if you wish. Please do not hesitate to ask if there is anything that is not clear or if you would like more information

**WHAT IS THE STUDY ABOUT?**

[Provide brief details about the research question/issue you wish to answer].

**WHO IS THE TARGET AUDIENCE?**

[Academic researchers/practitioners/government/etc.]

**WHAT WILL I NEED TO DO?**

[Explain the research process – interviews/focus groups/experiments, etc.].

**DO I HAVE TO TAKE PART?**

**You decide if you wish to take part. If you decide to participate, you will be asked to sign a consent form. A decision not to take part will not affect you in any way** [wording can be adapted for specific contexts, e,g, “a decision not to take part will not affect your treatment or legal rights”, etc]. You are free to withdraw from the research at any time without giving a reason. You can withdraw your data any time prior to the publication of findings without giving a reason. A decision to withdraw will not affect you in any way.

**WHO IS CONDUCTING THE RESEARCH?**

[Information about all the research team(s)/organisation(s) involved, and information about any funding sources should be provided here].

**WHO WILL HAVE ACCESS TO THE DATA?**

[List all those organisations or individuals that may access the data. Suggested wording: nobody outside the research team and transcriber (say where based – in institution/organisation or external. Especially important to identify if data will be handled in non-European Union countries) will have access to the data collected)].

**WHAT WILL HAPPEN THE DATA COLLECTED?**

Personal data shared by participants in [name of project/this research] will be held confidentially by the [University of Huddersfield] in accordance with the requirements of the General Data Protection Regulation (GDPR) and Data Protection Act 2018.

The University is the Data Controller and is responsible for its secure management. The research team and transcribers are the data processors.

No information provided be shared in a way that would allow participants to be personally identified [*except where legal obligations would necessitate disclosure by the researchers to appropriate personnel*].

The data will be securely stored for 10 years, unless particular funding bodies or regulators have longer or shorter retention periods. It will then be safely destroyed.

Quotes used in any resulting book/article/report or other publication will be [anonymised or pseudonymised].

[Those doing interviews with politicians or other public figures who often wish to be identified might use the following wording: “Quotes used in any resulting book/article/report or other publication will be anonymised*, unless otherwise stated*].

[State whether any audio or visual recording will be made to aid accuracy, e.g. audio, and how long these records will be retained for – University standard retention period is 10 years. State if photos/videos are to be taken, how will these be treated to ensure anonymity].

[State whether the data will be transferred outside the European Union. Obtain explicit consent for this on Consent form].

The University of Huddersfield is the Data Controller. Complaints should be addressed to the University Solicitor (the Data Protection Officer) [contact details of same].

Appeals can be made to the Information Commissioner’s Office if a participant is not satisfied with the response from the University.

**ETHICAL APPROVAL**

[State that the project has obtained ethical approval from the relevant School Research Ethics Committee at the University of Huddersfield or other external organisation].