**PARTICIPANT INFORMATION SHEET**

**[TITLE OF RESEARCH]**

**[**SELECT AN APPROPRIATE WORKING TITLE FOR YOUR PROJECT. PLEASE ENSURE THE TITLE YOU CHOOSE IS CONSISTENT ACROSS YOUR ETHICS DOCUMENTATION (CONSENT FORM, INFORMATION SHEET, DEBRIEF, ETHICS FORM)]

You are being invited to take part in some research. Before you decide whether to participate, it is important for you to understand why the research is being conducted and what it will involve. Please read the following information carefully.

**What is the purpose of the research?**

We are conducting research on… [INSERT A FEW SENTENCES DESCRIBING WHAT YOUR RESEARCH IS ABOUT. USE PLAIN ENGLISH]. The purpose of the study is to… [SUMMARISE THE RESEARCH AIMS. IF THERE IS MORE THAN ONE, EACH MUST BE SPECIFIED SO THAT EXPLICIT INFORMED CONSENT CAN BE OBTAINED.] Your participation in this study will take approximately [INSERT AN APPROXIMATE DURATION - This should be specific and contingent on how long the project is intended to take place. If it only comprises 1 interview, which is intended to take approximately 1 hour, then include this].

**Who is carrying out the research?**

The data are being collected by [Please include details of student/staff name, details of Department within Faculty and if relevant also state Supervisors name, Department and Faculty at Swansea university]. The research has been approved by the Faculty of [insert name of Faculty] Research Ethics Committee – note that if from one of the Schools within the Faculty of Medicine, Health and Life Sciences then the relevant School Committee should be inserted here i.e. School of Psychology Research Ethics Committee within the FMHLS, Swansea University Medical School Research Ethics Committee within the FMHLS, School of Health and Social Care Research Ethics Committee within the FMHLS.

**What happens if I agree to take part?**

[DESCRIBE WHAT THE PARTICIPANT WILL ACTUALLY BE DOING. USE PLAIN ENGLISH]

EXAMPLE: We will ask you to complete a ‘values’ questionnaire. In the values questionnaires we ask you to rate how important some values are to you as guiding principles in your life. Additionally, we will ask for some background information including your level of education, your age and sex. [Where this is warranted, if instead of asking for sex at birth you **ask for gender**, it is often safest to provide an open text box and let the participant identify themselves in their own terms rather than providing a narrow choice of your own definition.]

**Are there any risks associated with taking part?**

This research has been approved by the Faculty of [insert name of Faculty] Research Ethics Committee. There are no significant risks associated with participation. [or: IF THERE ARE ANY SIGNIFICANT RISKS, THESE MUST BE SPECIFIED].

**Data Protection and Confidentiality**

Your data will be processed in accordance with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). All information collected about you will be kept strictly confidential. Your data will only be viewed by the researcher/research team. [IF THE DATA ARE TO BE SHARED WITH 3RD PARTIES YOU MUST DECLARE THIS HERE AND NAME THE PARTIES CONCERNED.]

All electronic data will be stored on a password-protected computer file [**STATE WHERE**: unless special arrangements have been made in writing with ISS, the default is the University’s OneDrive]. All paper records will be stored in a locked filing cabinet [**STATE WHERE**: unless special permission has been obtained in writing as part of the Ethics application, this should be on University premises; do not specify office number or building]. Your consent information will be kept separately from your responses to minimise risk in the event of a data breach.

[ADD THE FOLLOWING STATEMENT FOR STUDIES WHERE THE DATA WILL BE MADE ANONYMOUS (WHICH WILL BE MOST STUDIES): Please note that the data we will collect for our study will be made anonymous, [PLEASE PROVIDE AN INDICATION OF WHEN ANONYMISATION WILL TAKE PLACE], thus it will not be possible to identify and remove your data at a later date, should you decide to withdraw from the study. Therefore, if at the end of this research you decide to have your data withdrawn, please let us know before you leave the interview.

[ADD THE FOLLOWING STATEMENT IF INFORMATION IS BEING COLLECTED ONLINE E.G. ONLINE SURVEYS: Please note that if data is being collected online, once the data has been submitted online you will be unable to withdraw your information.]

[ADD THE FOLLOWING STATEMENT IF DATA WILL NOT BE ANONYMISED]: The lead researcher (or supervisor, if student research) will take responsibility for data destruction and all collected identifiable data will be destroyed on or before [ENTER DATE – note that data should be kept for a reasonable time - please therefore justify the period that you will be keeping data for, bearing in mind that data should not be stored unless for a valid purpose. For students, the date will often be the end of maximum candidature plus three years, to take account of special circumstances like possible suspensions or appeals.]

**International Data Transfers [ONLY REQUIRED IF APPLICABLE]**

Your data may/will [DELETE AS REQUIRED] be stored and processed in [STATE LOCATION]]. Please note countries outside of the European Economic Area may not offer the same level of data privacy protection as in the UK. [NB: IF INTENDING TO SHARE PERSONAL DATA OUTSIDE THE EEA, PLEASE DISCUSS YOUR SITUATION WITH THE UNIVERSITY INFORMATION COMPLIANCE MANAGER FOR DATA PROTECTION AND FREEDOM OF INFORMATION. [Data Protection - Swansea University](https://www.swansea.ac.uk/about-us/compliance/data-protection/)

**Conducting research overseas [ONLY REQUIRED IF APPLICABLE]**

The researchers will abide by both UK and local data protection laws when collecting personal data.

**What will happen to the information I provide?**

An analysis of the information will form part of our report at the end of the study and may be presented to interested parties and published in scientific journals and related media. *Note that all information presented in any reports or publications will be anonymous and unidentifiable*. [Be explicit here and on the Consent Form if the intention is to publish non-anonymised data.]

**Is participation voluntary and what if I wish to later withdraw?**

Your participation is entirely voluntary – you do not have to participate if you do not want to. If you decide to participate, but later wish to withdraw from the study, then you are free to withdraw at any time, without giving a reason and without penalty. But please note that the research data you have provided cannot be disaggregated after anonymisation [insert time/specifics].

**Data Protection Privacy Notice**

The data controller for this project will be Swansea University. The University Information Compliance Manager provides oversight of university activities involving the processing of personal data and can be contacted at [dataprotection@swansea.ac.uk](mailto:dataprotection@swansea.ac.uk).

Your personal data will be processed for the purposes outlined in this information sheet. Standard ethical procedures will involve you providing your consent to participate in this study by completing the consent form that has been provided to you.

The legal basis that we will rely on to process your personal data will be if processing is necessary for the performance of a task carried out in the public interest. This public interest justification is approved by the Faculty Research Ethics and Governance sub-committee, Swansea University.

The legal basis that we will rely on to process special categories of data will be if processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes.

**How long will your information be held?**

We will hold any personal data and special categories of data for [HERE YOU WILL NEED TO SPECIFY THE RETENTION PERIOD FOR WHICH THE PERSONAL DATA WILL BE STORED, OR IF THAT IS NOT POSSIBLE, THE CRITERIA USED TO DETERMINE THAT PERIOD. IT IS IMPORTANT TO BE AWARE THAT THE GDPR STATES THAT PERSONAL DATA MUST BE KEPT ‘NO LONGER THAN IS NECESSARY FOR THE PURPOSES’]

**Automated decision making and profiling [only required if applicable]**

[HERE YOU WILL NEED TO SPECIFY WHETHER OR NOT YOU USE AUTOMATED DECISION MAKING OR PROFILING. WHETHER THIS SECTION APPLIES WILL NEED TO BE DETERMINED ON A CASE-BY-CASE BASIS. IT WILL ONLY APPLY WHERE DECISIONS ARE BEING MADE ON INDIVIDUALS WITHOUT ANY HUMAN INTERVENTION]

**What are your rights?**

You have a right to access your personal information, to object to the processing of your personal information, to rectify, to erase, to restrict and to port your personal information. Please visit the University [Data Protection webpages](https://www.swansea.ac.uk/about-us/compliance/data-protection/) for further information in relation to your rights.

Any requests or objections should be made in writing to the University Information Compliance Manager

University Information Compliance Manager (FOI/DP)

Swansea University

Singleton Park

Swansea

SA2 8PP

Email: [dataprotection@swansea.ac.uk](mailto:dataprotection@swansea.ac.uk)

**How to make a complaint**

If you are unhappy with the way in which your personal data has been processed, you may in the first instance contact the University Information Compliance Manager using the contact details above.

If you remain dissatisfied, then you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at -

Information Commissioner’s Office,

Wycliffe House,

Water Lane,

Wilmslow,

Cheshire,

SK9 5AF

www.ico.org.uk

**What if I have other questions?**

If you have further questions about this study, please do not hesitate to contact us:

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| [INSERT STUDENT NAME]  Department of  Swansea University  [INSERT SWANSEA UNIVERSITY STUDENT EMAIL] | [INSERT SUPERVISOR CONTACT DETAILS – SEE EXAMPLE BELOW]  Dr XXX  Department of  Swansea University. [Email:](mailto:Email:) XXX@swansea.ac.uk |