**Participant Information Sheet for [please enter group]**

**[FOR USE WITH STANDARD PRIVACY NOTICE FOR RESEARCH PARTICIPANTS]**

**Name of department:
Title of the study:**

**Introduction***This section should introduce the researcher to the participant, providing their name and University of Strathclyde contact details as well as their status/ role (e.g. staff, undergraduate/ postgraduate/doctoral student). The language used in the Participant Information Sheet and Consent Form should be tailored to the participants.*

**What is the purpose of this research?***This section should include the aims of the research, the reason for it and what it is trying to achieve.*

**Do you have to take part?***Explain that it is the participant’s decision to take part in the research or not (i.e. that participation is voluntary) and that refusing to participate or withdrawing participation will not affect any other aspects of the way a person is treated (i.e. participants have a right to withdraw from the research without detriment).*

**What will you do in the project?***This should provide participants with information on what they will be asked to do for the research (e.g. completing a questionnaire, interviews, attending meetings, etc). If relevant, information on payment/ reimbursement should be provided here. This section should also provide the location and duration of the research and dates that the participant should be aware of.*

**Why have you been invited to take part?***This should explain the types of participants that are needed to take part in the research. It should also include an explanation of the nature of the participant sample; any screening procedures necessary; any inclusion/ exclusion criteria; and any special skills/ attributes involved. If participants haven’t been specifically invited to take part, e.g. if they have responded to a poster, the heading and information should be adjusted accordingly.*

**What are the potential risks to you in taking part?***This should explain any potential risk, any burdens imposed and any specific preparatory requirements (e.g. special diet, exercise). If there are no risks involved, this section should be removed.*

**What information is being collected in the project?***Explain what information is being collected, then specify which of the information includes personal or identifiable data. If personal information is being obtained from sources other than the data subject, explain clearly what the source is and what data is being collected.*

**Who will have access to the information?**

*This section should provide information on the confidentiality and anonymity of the participants. If there is a reasonable possibility that a participant may disclose information that you cannot keep confidential (e.g. disclosures of serious, imminent harm), then include the limits to confidentiality here also.*

*If personal information will be shared with any individuals or organisations outside the University, details of the external recipients should be provided. This includes any external transcription services or open access to data.*

*If personal information will be processed outside of the UK, details of the processing should be provided, including the countries involved. Researchers should ensure they meet the legal requirements for international transfers outside the UK by referring to the* [*guidance from the Information Governance Unit.*](https://strath.sharepoint.com/sites/igu/SitePages/InternationalTransfers.aspx)

**Where will the information be stored and how long will it be kept for?**

*Information about data storage, retention and destruction should be provided here. Personal information should only be retained for as long as it is necessary. Anonymous research data can be retained indefinitely by depositing it in a suitable data repository. Funder policy and guidelines on retention periods should be adhered to.*

Thank you for reading this information – please ask any questions if you are unsure about what is written here.

All personal data will be processed in accordance with data protection legislation. Please read our [Privacy Notice for Research Participants](https://www.strath.ac.uk/ethics/) for more information about your rights under the legislation. *[provide paper copy if PIS is provided in paper format. Remove if you are not collecting any personal data – i.e. only collecting anonymous data with no consent form]*

**What happens next?***Explain what a participant should do if they would like to find out more about the project, or if they would like to participate. Explain who they should contact, and that they will be asked to sign a consent form to confirm this.*

*If the participant does not want to be involved in the project then thank them for their attention.*

*Explain the process for participants receiving feedback after the research is complete. Inform the participant if the results are to be published.*

**Researcher contact details:***This should include the name of the Researcher and University of Strathclyde contact details (address, phone number and email address – do not include personal contact details).*

**Chief Investigator details:***This should include the name of the Chief Investigator and the University of Strathclyde contact details (address, phone number and email address– do not include personal contact details).*

This research was granted ethical approval by the University of Strathclyde Ethics Committee. *[Change to Department/School Ethics Committee if required, and amend the contact details below.]*

If you have any questions/concerns, during or after the research, or wish to contact an independent person to whom any questions may be directed or further information may be sought from, please contact:

Secretary to the Departmental Ethics Committee
Department of Computer and Information Sciences,
Livingstone Tower, Richmond Street
Glasgow, G1 1XH
email:ethics@cis.strath.ac.uk

**Consent Form for [name of group] CI *should alter this form to fit with the requirements of each individual study, pay particular attention to highlighted text***

**Name of department:
Title of the study:**

* I confirm that I have read and understood the Participant Information Sheet for the above project and the researcher has answered any queries to my satisfaction.
* I confirm that I have read and understood the Privacy Notice for Participants in Research Projects and understand how my personal information will be used and what will happen to it (i.e. how it will be stored and for how long).
* I understand that my participation is voluntary and that I am free to withdraw from the project at any time, up to the point of completion, without having to give a reason and without any consequences.
* I understand that I can request the withdrawal from the study of some personal information and that whenever possible researchers will comply with my request. This includes the following personal data:
	+ [DELETE AND EDIT AS APPROPRIATE]
	+ video recordings of physical tests that identify me;
	+ audio recordings of interviews that identify me;
	+ my personal information from transcripts.
* I understand that anonymised data (i.e. data that do not identify me personally) cannot be withdrawn once they have been included in the study.
* I understand that any information recorded in the research will remain confidential and no information that identifies me will be made publicly available.
* I consent to being a participant in the project.
* I consent to being audio and/or video recorded as part of the project (delete as appropriate, if recording is optional, allow the participant to indicate their choice by including a ‘Yes / No’).

For research where it has been decided that “no fault compensation” cover will be provided, the following wording needs to be included: In agreeing to participate in this research, I am aware that I may be entitled to compensation for accidental bodily injury, including death or disease, arising out of the research without the need to prove fault. However, such compensation is subject to acceptance of the Conditions of Compensation, a copy of which is available on request.

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| Print Participant Name: |
| Participant Signature: | Date: |