



[to use for standard interview and adapt for online survey]

## Participation Information Sheet and Participation Consent Form Template

### 1. Participation Information Sheet

A description of the Research project and which institution it is being hosted.
A description of what will be required of the participants (include details of amount of time required of participants)
A statement which addresses confidentiality and security of information. Details of who will have access to personal information and the purpose(s) for which participant information will be used, including whether participants would be potentially identifiable in any published material
A statement that participation in the research is completely voluntary, that participants are at liberty to withdraw at any time without prejudice or negative consequences, that non-participation will not affect an individual's rights/access to other services/care (e.g. in the case of patients)
A statement about any potential risks, harms and benefits to participants
The contact details of the investigators (and supervisor where the principal investigator is a student) should the participant require further information
For any contact at Institutional level, please address your correspondence to  <b>Research Services, University of London</b> E: <a href="mailto:Research.ethics@sas.ac.uk">Research.ethics@sas.ac.uk</a> Tel: 0207 862 8825   Fax: 0207 862 8657 All policies and procedures are available here: <a href="https://www.sas.ac.uk/research/research-office/research-ethics">https://www.sas.ac.uk/research/research-office/research-ethics</a>
<b>Interviewer signature and date:</b>
<b>Participants to the research are asked to confirm their participation as follows:</b>  I have <i>(please tick all)</i>  <input type="checkbox"/> read the information about the research/study. <input type="checkbox"/> had an opportunity to ask questions and discuss this study <input type="checkbox"/> received satisfactory answers to all my questions <input type="checkbox"/> received enough information about this study



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| <input type="checkbox"/> been given the contact details of the researcher and the Research Services should they need further advice or information |
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## 2. Participant Consent Form *[please only ensure appropriate/relevant options]*

Participants to the research are asked to confirm their participation as follows:

I *(please tick as appropriate)*

- Agree to participate in an interview in connection with research being conducted by [STUDENT/RESEARCHER NAME] in connection with work for his/her [PhD thesis/RESEARCH] **as explained in the Participation Information Sheet.**
- Understand that the interview will be audiotaped/videotaped and they may be identified by name.
- Understand that the interview will take up to [LENGTH OF TIME]
- AM free to withdraw from this study:
  - a. At any time (or until such date as this will no longer be possible, which I have been told)
  - b. Without giving a reason for withdrawing
  - c. If intending to become a student at the University of London, the interview will not affect my future at the University.
- Understand that in the event of withdrawing from the interview, any tape made of the interview will be either given to me or destroyed, and no transcript will be made of the interview.
- Understand that, upon completion of the interview, the tape and information content of the interview may be used as follows (please your preferred option(s) by ticking the box(es)):
  - Material may be quoted in the research papers and PhD thesis of [STUDENT NAME/RESEARCHER], and attributed to me.
  - Material from this interview may be quoted in the research papers and [PhD thesis STUDENT NAME], but I wish to remain anonymous.
  - My comments are confidential, for the information of [STUDENT NAME/RESEARCHER] in the writing of his/her PhD thesis only and may not be quoted.
  - I would like to receive a printed copy of the interview transcripts
- May request that portions of the interview be edited out of the final copy of the transcript.
- Understand that at the conclusion of this particular study the tape and transcript of the interview will be kept in the [LOCATION] and that the completed [PhD thesis/RESEARCH] will be kept for public use by the University of London



Signed (participant)	Consent Date
Name in block letters	
Signed (parent / guardian / other) (if under 18)	Consent Date
Name in block letters	
Address or Contact Details:	

*All signed consent forms will be stored securely by the researcher.*

## **PRIVACY NOTICE**

*The University's researchers collect data as part of a formal academic research project. This is governed by the University's academic policies and procedures and our Research Ethics committee. The Research Participant Consent Form above should explain to you fully what will happen to your data. Please contact your researcher if you are unsure about anything.*

*There are broadly two types of data that will collect during the project:*

- *data collected in interviews or surveys and used in the research*
- *contact details and relevant forms used to manage the research project*

*Our legal basis for processing your data is necessary for a task carried out in the public interest, in this case the academic research carried out by the University. Where we collect special category data, such as that related to your ethnicity, health, sexual life, political allegiance or religious belief then our legal basis is where this is necessary for research purposes.*

*After the research project has been completed the data may be retained and re-used. In some cases it will be added to a data repository for use by other researchers. We, and other academic bodies, are required by law to put in place adequate safeguards to protect your data and your identity (e.g. by anonymising the data or replacing names with other identifiers).*

*Unless otherwise stated, the University of London is the data controller for the data collected in research projects. We are subject to the General Data Protection Regulation (GDPR) and UK Data Protection Act 2018. You can find out more about data protection at the University, including the contact details the University's data protection officer on the University's website (simply put 'data protection' into the search box or go to the following link: <https://london.ac.uk/about-us/how-university-run/policies/data-protection>).*

For any contact at Institutional level, please address your correspondence to

**Research Services, University of London**  
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 Tel: 0207 862 8825 | Fax: 0207 862 8657