**Participant Information Sheet for [*insert target population*]**

*The target population will be the target group of participants. Examples include: adults, children, parents/carers, teachers, nurses, social workers, business managers*

**[Title of Project]**

**University of Dundee School Research Ethics Committee Application/Approval Number: [*insert approval number from decision letter*]**

*Example invitation paragraph*

You are invited to take part in a research project. Before you decide whether or not you would like to participate it is important that you read the information provided below. This will help you to understand why and how the research is being carried out and what participation will involve. If you are being asked to provide data which could identify you, the information contained here also serves as your privacy notice. Please let the researcher who gave you this information know if anything is unclear or you have any questions.

**Who is conducting the research?**

*Provide details of the researcher(s) involved in the study (including those outwith the University) and contact details for the Principal Researcher. If the research is carried out as part of an undergraduate, Masters or PhD project this should be stated and the name and contact details of the academic supervisor also provided.*

**Who is funding the research?**

*If applicable, state the funder(s) of the research.*

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

*Explain briefly and in plain English why the research is being carried out, including the background, aims and objectives of the study.*

**Why have I been invited to take part?**

You have been invited to take part because *[Explain why the potential participant has been approached]*

**Do I have to take part?**

No. *[Explain that: taking part is voluntary, choosing not to take part will not disadvantage the potential participant in any way; and that the participant may decide to withdraw from the study at any time without explanation and without penalty. In relation to participant withdrawal from the study you should explain when this can be requested and the method of doing so. After data collection is complete it may not be possible for the participant to withdraw from the study if the data is anonymous]*

**What will happen if I take part?**

*Provide sufficiently detailed information about what the participant is expected to do in order to enable them to give informed consent.**This should include an indication of the time commitment and the number and type of activities they will be asked to undertake (e.g. a questionnaire that takes 30 minutes to complete or three experimental sessions of 1 hour each), the method for gathering the data (e.g. written, audio, film) and where the study will be conducted. If tissue samples will be taken briefly explain the procedures for taking, storing and disposing of the samples.*

**Are there any risks in taking part?**

*Either state that there are no known risks for the participant in the study or, if risks have been identified, explain what the risks are and how you will try and mitigate them (e.g. referring the participant to an appropriate organisation for additional support).*

**What are the possible benefits of taking part?**

*Provide information on any anticipated direct benefits to the participant. If there are no direct benefits to the participant this should be made clear. Potential wider benefits to society can be provided.*

**Will my taking part in this project be kept confidential?**

*Explain arrangements for ensuring that personal information about the participant collected during the study that could identify them will be kept confidential. This should include information on who will have access to their personal data (e.g. the researcher or research team; use of a transcription service), procedures to be taken to prevent the re-identification of participants from the data collected (e.g. anonymisation) and circumstances under which the researcher/research team will need to breach this confidentiality (e.g. to report potential harm or danger to participants or others, or criminal activity, to the relevant authorities, such as information relating to terrorism, money laundering or child abuse). If the data will be collected outside the EU, or transferred outside the EU, this should be stated along with the safeguards that will be in place to protect the participant’s personal data (e.g. a data sharing agreement; for advice on data sharing agreements please contact Information Governance by emailing* [*dataprotection@dundee.ac.uk*](mailto:dataprotection@dundee.ac.uk)*).*

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

*Explain where data (electronic and hard copies) will be stored and shared; for how long the data will be stored (taking account of funder requirements and any additional conditions or practices within the field); and whether the data will be archived, potentially accessed and re-used in the future by other researchers. Provide information on what will happen to the participant’s information should they decide to withdraw from the study. Explain what will happen to the results of the research (e.g. will they be published or otherwise made publicly available or used in confidential reports) and how the results will be presented (e.g. as anonymised groups of individuals or anonymous quotes from which individuals cannot be identified). Explain how the participant will be able to access a copy of the published results (e.g. through Discovery, the University’s repository, or by request to the researcher, subject to any funder or publisher requirements).*

**Data Protection**

The personal data that will be collected and processed in this study are *[insert list of personal data types: note that personal data is* ***any*** *information relating to an identified or identifiable natural person, in other words an individual, living human being]*

*[If collecting/processing special category data]* The special category (sensitive personal) data that will be collected and processed in this study are …*[insert the details of any data to be collected that falls within the following category/categories: racial or ethnic origin; political opinions; religious or philosophical beliefs; trade union membership; genetics, biometrics; health; sex life; or sexual orientation)*

*[The following two paragraphs should not be changed unless they are incorrect in respect of your project. Please contact Information Governance by emailing* [*dataprotection@dundee.ac.uk*](mailto:dataprotection@dundee.ac.uk) *if you are unsure.]*

The University asserts that it is lawful for it to process your personal data in this project as the processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

*[If processing special category data]* The University asserts that is lawful for it to process special categories of your personal data in this project as the processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) of the General Data Protection Regulation *[see Appendix 1 for guidance on the requirements for processing special categories of personal data in your project]*.

The University of Dundee is the data controller for the personal and/or special categories of personal data processed in this project *[Where projects are developed in partnership this section should be amended to reflect the relationships between the partners and their roles in respect of the personal data. This will normally be governed by the collaboration/partnership agreement and associated data sharing agreement].*

The University respects your rights and preferences in relation to your data and if you wish to update, access, erase, or limit the use of your information, please let us know by emailing *[insert contact details].* Please note that some of your rights may be limited where personal data is processed for research, but we are happy to discuss that with you. If you wish to complain about the use of your information please contact the University’s Data Protection Officer in the first instance (email: [dataprotection@dundee.ac.uk](mailto:dataprotection@dundee.ac.uk)). You may also wish to contact the Information Commissioner’s Office (<https://ico.org.uk/>).

You can find more information about the ways that personal data is used at the University at: [https://www.dundee.ac.uk/information-governance/data-protection](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.dundee.ac.uk%2Finformation-governance%2Fdata-protection&data=05%7C01%7Cn.x.millar%40dundee.ac.uk%7Cdc587888e29f44529f8508dbd54833d7%7Cae323139093a4d2a81a65d334bcd9019%7C0%7C0%7C638338278313110235%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=FZR8FRevZxibDNNZoAU9SPhxZHfWp9jAKOQGbZ%2BgVCk%3D&reserved=0).

**Is there someone else I can complain to?**

If you wish to complain about the way the research has been conducted please contact the Convener of the University Research Ethics Committee ([https://www.dundee.ac.uk/research-governance-policy/non-clinical-research-ethics-contacts](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.dundee.ac.uk%2Fresearch-governance-policy%2Fnon-clinical-research-ethics-contacts&data=05%7C01%7Cn.x.millar%40dundee.ac.uk%7Cdc587888e29f44529f8508dbd54833d7%7Cae323139093a4d2a81a65d334bcd9019%7C0%7C0%7C638338278313110235%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=zxZxynhTGlsVXAKLX6RzmPCosmtT1fYXgGwZa5BXXDE%3D&reserved=0)). You have the option to email the Convener or leave a voicemail.

**Alternative formats**

*The researcher should offer to provide a copy of the Participant Information Sheet and Consent Form in alternative formats (e.g. large print, Braille). Advice on alternative formats can be obtained from* [*Disability Services*](https://www.dundee.ac.uk/disability-services) *(email:* [*altformats@dundee.ac.uk*](mailto:altformats@dundee.ac.uk)*).*

**Appendix 1**

**Guidance for Processing Special Categories of Personal Data**

*[not to be included in Participant Information Sheet]*

Where researchers rely on Article 89(1) to process special categories of personal data, they must be able to meet the following requirements (and evidence how those requirements have been met):

* technical and organisational security measures must be in place to ensure the security and integrity of the data. These measures should be documented. Technical security includes things like physical security, encryption, access controls etc. Organisational measures include things like research contracts and associated data sharing/processing agreements, research data management plans etc. Please seek advice on these areas in the research design phase;
* the minimum amount of special category personal data must be used to achieve the aims of the research. You must be able to evidence that your research only uses the minimum amount of personal data and special category personal data;
* where you are able to work with anonymised data you must do so;
* where you cannot use anonymised data, you must use pseudonymised data if you are able. You should keep evidence of why you are unable to work with anonymised data;
* the use of identifiable data should be the last resort rather than a preferred option. If you are unable to use pseudonymised data you should keep evidence of why that was the case;
* if you are working with identifiable or pseudonymised data, you must move to anonymised data as soon as you are able;
* your research must not cause any individual substantial damage (normally actual or financial harm);
* your research must not cause any individual substantial distress (normally emotional or mental anguish or harm);
* you may not process data in your research to make decisions or take measures in relation to any individual unless you are working in medical research that has approval from a research ethics committee (as defined in the Data Protection Act 2018);
* you may not identify any individual in the results or statistical outputs of your research. Please keep this in mind when reviewing datasets for release as open data.

If you are unable to meet the requirements, please seek advice from Information Governance (email: [dataprotection@dundee.ac.uk](mailto:dataprotection@dundee.ac.uk)) before proceeding.