**Participant Information Sheet**

UCL Research Ethics Committee Approval ID Number: \_\_\_\_\_\_\_

**Title of Study:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name and Contact Details of the Researcher(s):**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name and Contact Details of the Principal Researcher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Before you decide whether to take part in this research project, it is important for you to understand why the research is being done and what participation will involve. Please read the following information carefully and discuss it with others if you wish. Ask us if there is anything that is not clear or if you would like more information. It is entirely up to you to decide whether you wish to take part. Thank you for reading this.*

1. **What is the project’s purpose?**

Tell the reader briefly what the background, aims and objectives and duration of the project are. Tell us if you are doing it as an undergraduate, MA or PhD student.

1. **Why have I been chosen?**

Tell the reader why they have been chosen as a possible participant, and how many others you are aiming to interview.

1. **Do I have to take part?**

*It is up to you to decide whether to take part. If you do decide to take part you will be given this information sheet to keep, and be asked to sign a consent form at the end of your interview. You can withdraw at any time before the completion of the project, without giving a reason.*

1. **What will happen to me if I take part?**

*We will arrange a convenient time and place – like your house or a nearby café – to meet to undertake the interview. Interviews usually take XX hours, and involve talking about …*

*I will record the interview and afterwards transcribe it/make a summary. At the end of the interview you’ll fill in a consent form to record how you are happy for me to use your interview. O will use your interview in my research project in order to write my undergraduate dissertation/MA dissertation/etc.*

1. **What are the possible disadvantages and risks of taking part?**

*I will do everything possible to ensure that your personal information is kept secure, and not shared with anyone where you have not given permission for this to happen.*

*Sometimes recalling the past can be difficult or painful for interviewees. You are free to stop the interview at any time. If you seem upset at any time, I will ask if you wish to stop.*

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

*Whilst there are no immediate benefits for those people participating in the project, it is hoped that this research will add to our understanding of … and that you may find participating interesting.*

1. **What if something goes wrong?**

*You should get in touch with the project’s Supervisor, name and email. If you feel your complaint has not been handled to your satisfaction you should contact the Chair of the UCL Research Ethics Committee –* [*ethics@ucl.ac.uk*](mailto:ethics@ucl.ac.uk)*.*

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

*You will not be anonymous when I write up this research. At the end of the interview I’ll ask you to sign a consent form to ensure you are happy with this. You will be able to state that you wish certain parts of your interview to be deleted – I will then delete them from the record. You can withdraw from the project at any time until its completion; if you wish to do so I will delete your entire interview and all record of your participation in the project, and your participation will remain entirely confidential.*

*You will have the option to be anonymous when I write up the research – or to be named. Some participants prefer to be anonymous, while others prefer to put their own name to their history. At the end of the interview I’ll ask you to sign a consent form to indicate how you want your interview to be used. You will also be able to state that you wish certain parts of your interview to be deleted. If you wish to be anonymous, I will transcribe your interview, alter or delete all potentially identifying details such as location and year of birth, and delete the original: your participation will then be confidential. You should be aware that there might be a small chance someone who knew you well could identify some distinctive part of your testimony. You can withdraw from the project at any time until its completion; if you wish to do so I will delete your entire interview and all record of your participation in the project, and your participation will remain confidential.*

*Your participation in this project will be confidential, and all references to your interview will be anonymous when I write up this research. I will transcribe your interview, alter or delete all potentially identifying details, and delete the original. At the end of the interview I’ll ask you to sign a consent form to indicate you are happy to participate. You can withdraw from the project at any time until its completion; if you wish to do so I will delete your entire interview and all record of your participation in the project, and your participation will remain entirely confidential.*

1. **Limits to confidentiality**

*Confidentiality will be respected unless there are compelling and legitimate reasons for this to be breached. For example, if evidence of a serious crime or of abuse of vulnerable people was disclosed I might have a legal duty to disclose this. If this was the case we would inform you of any decisions that might limit your confidentiality.*

1. **What will happen to the results of the research project?**

*I am undertaking this research as part of my XX degree. I plan to finish the project by XX date.*

Tell the reader what you are planning to write – an essay? A thesis? If you’re doing an MA or PhD, maybe a journal article or book eventually? Tell them if you are giving them the option to send them a copy of the final essay/thesis when it’s finished.

Tell the reader how their data will be stored – ensure that the data is moved as quickly as possible to a secure location, eg. UCL’s N Drive or S Drive. You probably want to ensure that the data is not transferred outside the EEA – that is complex legally.

*Your data will not be reused in subsequent research.*

1. **Local Data Protection Privacy Notice**

**Notice:**

The controller for this project will be University College London (UCL). The UCL Data Protection Officer provides oversight of UCL activities involving the processing of personal data, and can be contacted at [data-protection@ucl.ac.uk](mailto:data-protection@ucl.ac.uk)

This ‘local’ privacy notice sets out the information that applies to this particular study. Further information on how UCL uses participant information can be found in our ‘general’ privacy notice: For participants in research studies, click [here](https://www.ucl.ac.uk/legal-services/privacy/ucl-general-research-participant-privacy-notice)

The information that is required to be provided to participants under data protection legislation (GDPR and DPA 2018) is provided across both the ‘local’ and ‘general’ privacy notices.

The categories of personal data used will be as follows:

Name; Address; email; phone number; … Because of the nature of the project, we will be discussing personal data including: XXX

The lawful basis used to process your *personal data* will be performance of a task in the public interest.

The lawful basis used to process *special category personal data* will be for scientific and historical research or statistical purposes, and on the basis of your consent.

Your personal data will be processed so long as it is required for the research project. XXX months/years after the end of the research project, I will delete your data. I will endeavour to minimise the processing of personal data wherever possible.

If you are concerned about how your personal data is being processed, or if you would like to contact us about your rights, please contact UCL in the first instance at [data-protection@ucl.ac.uk](mailto:data-protection@ucl.ac.uk).

The project supervisor and examiners will have access to your data.

1. **Who is organising and funding the research?**

The project is funded by the AHRC.

**16. Contact for further information**

My contact details are: XXX

My supervisor’s details are: XXX

**You will be given a copy of this information sheet and the consent form to keep.**

**Thank you for reading this information sheet and for considering taking part in this research study.**