

Example Information Sheet

[Department],

Royal Holloway, University of London

Name of study (*understandable to lay person*)

Include your own name (*with contact details*) and supervisor's name (*if applicable*)

Details of the study

- *Use lay terminology to explain study.*
- *What are the aims of the project/research activity?*
- *What is the purpose of the study? Why is the study/research activity taking place? For example, is this to advance new knowledge*
- *What are the benefits of the project?*
- *Where will the study take place?*
- *What are the intended outcomes?*
- *Provide details of organisations involved in the research project/activity such as funding bodies.*

What will your participation involve?

- *Detail the nature of their participation.*
- *What are the participants being asked to do?*
- *How will this help to answer your research question?*
- *What date will you collect?*

Benefits and disadvantages of their participation

- *Provide the participants with details of the both the benefits and disadvantages of their participation the project/activity.*
- *Identify if there may be any concerns regarding the participants experience of the study/research activity, such as health or wellbeing, resulting in distress or harm.*
- *When providing information such as after care support advise that these details will also be available in a debrief form.*

What will happen you decide to take part?

- *Is their participation is entirely voluntary?*
- *Is their participation anonymous and confidential?*
- *Explain that participants can decide not to answer any question if they prefer not to.*

How will we use your data?

- *Will the participant's data be anonymised?*
- *If so, state that signed consent form will be stored separately from the responses you provide*
- *How will the data be used?*
- *Is there a possibility that it will be reused?*

- *How will data be safely stored?*
- *How long will data be stored for?*
- *What will you do with the data after the project has ended?*
- *In what form will the data be recorded? How will you maintain safety?*

How will the results of your participation be used?

- *Provide participants with details of the intended outcomes and how their data will contribute to outputs.*
- *If there is a possibility that data will be used beyond the scope of your project, this should be explained and participants must give their consent.*

What are the safeguarding measures?

- *Provide details of the safeguarding measures.*
- *Include the process for reporting incidents.*
- *Identify the designated safeguarding lead.*

What happens if issues arise during the course of the project?

- *Detail what happens if the participant has a question or complaint?*
- *If they decide not to participate, provide details of how this choice will not have a negative impact.*
- *Provide details as to what circumstance participants can withdraw, they should be able to do so without giving a reason.*
- *Detail at what point participants can withdraw, consider if it possible to withdraw after outputs have been published or disseminated.*

Ethical Approval

- *You should include details as to the approval of your project/research activity, whether approved by department, online system or the research ethics committee.*

Confidentiality

- *Provide details of the confidentiality in place for participants and if there are circumstances that would warrant a breach such as illegal activities.*
- *Detail who will have access to the response, for example if this data is to be shared with, a research team, supervisor, teachers or carers.*

Contact details

- *Provide institutional contact details for yourself and supervisor*

Data protection

- *Reference abiding by the current data protection act and the [research participant privacy notice](#).*

GDPR statement

Important General Data Protection Information (GDPR) Royal Holloway, University of London is the sponsor for this study and is based in the UK. We will be using information from you in order to undertake this study and will act as the data controller for this study. This means that we are responsible for looking after your information and using it properly. Any data you provide during the completion of the study will be stored securely on hosted on servers within the European Economic Area'. Royal Holloway is designated as a public authority and in accordance with the Royal Holloway and Bedford New College Act 1985 and the Statutes which govern the College, we conduct research for the public benefit and in the public interest. Royal Holloway has put in place appropriate technical and organisational security measures to prevent your personal data from being accidentally lost, used or accessed in any unauthorised way or altered or disclosed. Royal Holloway has also put in place procedures to deal with any suspected personal data security breach and will notify you and any applicable regulator of a suspected breach where legally required to do so. To safeguard your rights, we will use the minimum personally-identifiable information possible (i.e., the email address you provide us). The lead researcher will keep your contact details confidential and will use this information only as required (i.e., to provide a summary of the study results if requested and/or for the prize draw). The lead researcher will keep information about you and data gathered from the study, the duration of which will depend on the study. Certain individuals from RHUL may look at your research records to check the accuracy of the research study. If the study is published in a relevant peer-reviewed journal, the anonymised data may be made available to third parties. The people who analyse the information will not be able to identify you. You can find out more about your rights under the GDPR and Data Protection Act 2018 by visiting <https://www.royalholloway.ac.uk/about-us/more/governance-and-strategy/data-protection/> and if you wish to exercise your rights, please contact dataprotection@royalholloway.ac.uk

NB: You may retain this information sheet for reference and contact us with any queries.