

Research Ethics

**TEMPLATES AND GUIDANCE**

**Participant Information and Agreement Forms**

**PREAMBLE**

The following pages give a range of models for participant information sheets and agreement forms relating to different kinds of projects. Refer to the ‘Guidelines for Applicants and Supervisors’ for detailed guidance and explanations.

**AGREEMENT, CONSENT AND LAWFUL BASIS FOR DATA PROCESSING**

Recommendations in this document relate to terms associated with discussions of the ‘lawful basis’ for the processing of data under UK General Data Protection Regulation (UK GDPR).

* Note in particular that we are encouraging researchers to use the term **participant agreement form** rather than ‘consent form’. This stems from the possible confusions arising from the fact that the provisions associated with the lawful basis of ‘public task’ differ markedly from those associated with the UK GDPR understanding of ‘consent’ as a lawful basis. Whereas ‘consent’ guarantees participants the full range of data subject rights, the basis of ‘a task in the public interest’ allows only for rights to access and objection. It is therefore of paramount importance that participants understand that the research use of their contributions and data involves a restriction of their rights, but in exchange for the protections afforded through the University’s legal responsibilities.
	+ One key point here is that it is common practice that HE institutions, as part of their legal status as public bodies, now ask participants to afford researchers that additional leeway in the handling and retention of data. This is on the basis that research activity is both subject to ethical scrutiny and conducted in a secure environment.[[1]](#footnote-1) Thus, in inviting participants to take part, we are also asking them to trust us when we say we commit to safeguarding their interests and to not using data for purposes other than those relating to the project in question. Correspondingly, we also commit to explaining to participants how they can go about challenging any infringement.
	+ The general view in HE is that ‘consent’ as a lawful basis would be unworkable from the point of view of researchers as the rights provided for here would, for instance, allow participants to insist publications be withdrawn without the University having scope to do anything but comply. ‘Public interest’ is designed to offer a more workable balance between the rights and interests of both participants and researchers.
* Note that, as per CofA&H guidelines, UK GDPR pertains to the processing of data only – not the conduct of fieldwork. For participation in fieldwork activities, **informed consent** is still the requirement. The essential point is to be very clear about the distinction between fieldwork and data processing in your documentation as well as your dealings with participants.
* As regards data processing under UK GDPR, in common with other parts of the University as well as with guidance issued by UKRI and other UK HE institutions, the College’s position is that for projects where ethical approval has been granted, the lawful basis for processing of **personal data** (name, contact details, age) is given as ‘task in the public interest’, as part of which participants retain only the data subject rights of access and objection.[[2]](#footnote-2) The basis for processing **special category personal data** (i.e. information relating to racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, the processing of genetic data, biometric data for the purpose of uniquely identifying a person, health, sex life or sexual orientation, criminal convictions or allegations of crimes) is that it is ‘necessary for archiving purposes in the public interest, or scientific and historical research’.
* As indicated in the guidelines and in the template materials below, information materials should explain how participants can exercise their rights to access and objection.
	+ Requests and objections should be submitted via the UofG online proforma accessible at: [https://www.gla.ac.uk/myglasgow/dpfoioffice/gdpr/gdprrequests/#](https://www.gla.ac.uk/myglasgow/dpfoioffice/gdpr/gdprrequests/).
	+ You should explain that the fact that access and objection are formal procedures is not intended to intimidate participants into not raising issues, but rather provides a framework as part of which the University is legally required to respond to requests and address concerns.
	+ You should also explain that anyone submitting a request is required to provide proof of their identity. Again, this is not intended as dissuasive, but rather reflects the University’s duty to guard against fraudulent approaches that might result in data breaches.
* Limits to rights should also be carefully explained.
	+ Note that under UK GDPR, data subject rights do not apply to anonymised data, so it should be explained as carefully and delicately as possible that participants can no longer withdraw ‘consent’/ ‘agreement’ once the data has been anonymised. This is because, in principle, the researcher should no longer be able to identify an individual participant’s comments. Participants should therefore be given clear indications about the timescale for processing and any key cut-off points they need to bear in mind.
	+ As regards anonymised data, participants can raise an objection if they think they are still identifiable from the data (or that the researcher’s original assessment of the likelihood or risks of identification was debatable) or if the data has been used for purposes other than those originally stated.
	+ Discussions here would reflect UK GDPR consideration of the likelihood of third parties going to the lengths necessary to identify/ triangulate participants and the potential consequences of them doing so. It should be borne in mind that for smaller sample groups where detailed interviews are involved, it may prove difficult to disguise absolutely the identity of participants and to guarantee confidentiality. This means that if someone was able to make a reasonable argument that project data was pseudonymous rather than anonymous, that case might indeed be deemed to carry weight.

**PARTICIPANT INFORMATION/ PLAIN LANGUAGE SHEETS**

Read the detailed guidance below and fill out the template accordingly. Note particularly the comments on the use of plain or academic language: your account of the project will need to be tailored according to who your participants are. Any translations required should make similar distinctions between plain and academic language.

**PARTICIPANT AGREEMENT FORMS**

Various examples tailored to different activities at a range of levels are included. Choose one and use it as a template, adapting accordingly. When working with the templates, think carefully about the character of your project and how this will determine your treatment of participants and the handling of resulting data.

**Participation**

* Anonymous
* Pseudonymous (i.e. name replaced by a pseudonym – this is different from the understanding of ‘pseudonymous’ under UK GDPR, which also encompasses data that has not been properly anonymised).
* Named (this must be presented as an opt-in choice – small groups and typically professionals/ creatives/ individuals with an existing public profile only)

**Methods**

* Interviews (structured/ semi-structured / unstructured; notes/ audio/ video recording): explain the processes for handling/ transcription and storage.
* Surveys/ questionnaires: paper or online.
	+ Note in particular the different possibilities with regard to anonymisation. Choices in this regard will depend on the nature of the project and the size of the participant sample. Participant information and consent/ agreement forms should explain the process in order to justify any cut-off points.
	+ For larger surveys, you are more likely to want to aggregate the responses to questions – meaning that individual profiles will no longer be identifiable. Once the responses have been redacted for identifying information this should provide for a strong degree of anonymisation.
	+ For smaller surveys that are in effect close to structured interviews in character, you may want to keep individual responses together. This will inevitably mean that the degree of anonymisation is less strong.
	+ Depending on the nature of the project, you may include the option for the participant to leave an email contact for follow-up interview.
* Workshops/ focus groups: Give as clear account as you reasonably can of the schedule and commitment in terms of time. Note that these should typically be video recorded as you may not be able to distinguish individual participants simply from audio.
* Performance pieces involving group participation: These will involve an element of co-creation which should be acknowledged as part of the project.

**Outputs**

Be clear about the retention/ destruction of data. Note that agreement forms must be retained as long as data are (up to ten years in the first instance for PGR/ staff projects).

* For all UG dissertations and those PGT projects where no plans for future use have been discussed and agreed with your supervisor, all materials must be destroyed when the mark for the dissertation is confirmed. Note that if the work appears in the public domain without ethical clearance, you may be personally liable.
* For creative/ performance projects, be particularly clear about how the project might appear in the public domain (e.g. live performances/ recordings posted online).

PARTICIPANT INFORMATION/ PLAIN LANGUAGE

GUIDANCE AND TEMPLATE

Participant Information FAQ/ Sheet

Plain Language Statement Guidelines

A ‘Participant Information Sheet/ FAQ’or ‘Plain Language Statement’ which clearly identifies the purpose of the study and what will be required of the participant should accompany each Ethics Application. The following are guidelines for producing this.

Potential recruits to your research study must be given sufficient information to allow them to make an informed decision as to whether or not they want to take part. For some projects (notably where the participants are professionals or creatives) academic language may well be appropriate. However, for wider samples, you should use what is referred to as ‘plain language’. Any such statement should contain information under the headings given below where appropriate, and in the order specified. It should be written in simple, non-technical terms and be easily understood by a lay person. Use short words, sentences and paragraphs. The readability of any text can be roughly estimated by the application of standard formulae. Checks on readability are provided in most word processing packages. This is all the more important for surveys involving minors: it is important that the questions are designed so that their formulation is both suitable for younger readers and will provide you with useful data.

* The text in italics under each heading is given as an example only and may be modified to suit the purposes of each individual study.
* The Participant Information Sheet must carry the College logo (see document header) and clearly identify the School/ Department/ Subject Area where the research is being carried out.

**1. Study title and Researcher Details**

Is the title self-explanatory to a lay person? If not, a simplified title should be included. Research details should be clearly identified as follows:

* University (statement to be printed on University letterhead, or logo added)
* School or subject area involved
* project title
* principal (and other) investigator(s) (including contact information for these) (use only university email addresses and do not disclose personal telephone numbers)
* supervisor, if it is a student research project
* degree for which the research is being undertaken, if it is a student research project.

**2. Invitation paragraph**

This should explain that the participant is being asked to take part in a research study. The following is a suitable **example**:

*You are being invited to take part in a research study. Before you decide it is important for you to understand why the research is being done and what it will involve. Please take time to 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. Take time to decide whether or not you wish to take part.*

*Thank you for reading this.* (Thanks may go at the end if you prefer)

**3. What is the purpose of the study?**

The background and aim of the study should be given here. Also mention the duration of the study.

The purpose should be precise – if public domain outputs (e.g. publications, exhibition materials) are envisaged, this should be clearly stated. There should be no ‘creep’ in the intended purpose as the research develops. If personal data are to be used for a new purpose, any changes must be communicated to individuals before starting any new processing.

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

You should explain how and why the participant was chosen and how many other participants will be involved. (Something that may alarm or alienate potential participants is any sense that they have been somehow targeted with regard to a sensitive issue of some kind.)

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

You should explain that taking part in the research is entirely voluntary. Note the two possible versions of the sample paragraph: any limits to the options for withdrawal should be carefully explained.

If potential participants are students of the University or other institution it is appropriate to state that neither participation nor a decision not to participate will affect their grades in any way. Participants must also be informed that refusing to take part, or withdrawing from the research after they have started, will not jeopardise their relationship with the researchers in any way (e.g. teacher/student relationship).

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

You should say how long the participant will be involved in the research and how long the research will last. You should explain the procedures to be followed (e.g. surveys, interviews, video or audio recording, etc.). This should include a description of what participants are expected to do if participating in the project and the anticipated time involved.

**7. Will my taking part in this study be kept confidential? What will happen to project data or the results of the research study?**

You may need to point out the possible limitations to any assurances regarding anonymity/ confidentiality:

1. if the sample is very small.
2. if the research is taking place in a unique location which might be identified.
3. if a participant is in a specific job which may be identified from the context.
4. if there were to be a Freedom of Information request based on the fact that a third party felt they had been identified or that they disputed information or claims relating to themselves.

You should indicate how the data will be kept secure, whether physically or in terms of IT security. You should indicate any relevant safeguards/ standards pertaining to survey platforms or apps, especially UK GDPR compliance.

* You should be able to explain the terms of the ‘lawful basis’ for the processing of data relating to the project. As noted above, personal data is typically processed as part of a ‘public task’, special category data is processed as being ‘necessary for archiving purposes in the public interest, or scientific and historical research’.
* You should indicate how data will be processed. Interviews will typically be transcribed, and the transcriptions redacted to remove identifying information. Questionnaire responses will be collated against consent forms to check nothing has been lost, and then any connection between them destroyed (e.g. any record document). Where data is to be anonymised in this fashion, give a clear cut-off date: after this, participants will no longer be able to withdraw from the project.
* You should always bear in mind that you, as the researcher, are responsible for ensuring that when collecting or using data, you are not contravening the legal or regulatory requirements in any part of the UK. This is not the responsibility of the Ethics Committee.
* You should be able to tell the participants what will happen to the data and to the results of the research.
	+ How long will data be retained? (For data of ‘long-term value’, this is ten years in the first instance, and longer if the material is consulted during that time.) When will the data be destroyed? (UG and PGT: typically when the mark for the dissertation is confirmed.)
	+ Will dissertations be available in the public domain? For publications, when and in what form are the results likely to be published?
	+ Where can participants obtain a copy of the published results?
	+ You might add that anonymous participants will not be identified in any report/publication.

Note that for projects involving minors and dependents we are required to include a specific paragraph about our duty of care to pass information to relevant bodies should potential harm be disclosed to the participant or others. However, this is very unlikely to arise in the case of a project in Arts & Humanities: most projects working with schoolchildren will be undertaken under gatekeeper supervision, at which point you should flag up any concerns to the member of staff supervising you. Students: contact your supervisor as a matter of urgency if concerns arise and you have good reason to believe the issue is not being handled appropriately.

* **‘Please note that assurances on confidentiality will be strictly adhered to unless evidence of wrongdoing or potential harm is uncovered. In such cases the University may be obliged to contact relevant statutory bodies/agencies.’**

**OR perhaps for younger participants**

* **‘Please note that confidentiality will be maintained as far as it possible, unless during our conversation I hear anything which makes me worried that someone might be in danger of harm, I might have to inform relevant agencies of this.’**

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

The answer should include the organisation or company sponsoring or funding the research (e.g. your academic institution, an external funding body such as a research council). Be transparent. Conflicts of interest – actual or perceived -- here could give rise to complaint or objection. If this is not applicable, do not include – details are unlikely to be relevant for UG and PGT students for instance.

**10. Who has reviewed the study?**

You should add that the project has been reviewed and approved by members of the College of Arts & Humanities Research Ethics reviewer panel. Give the date of the letter of approval and the application reference number.

**11. How can I access information relating to me or complain if I suspect information has been misused/ used for purposes other than I agreed to?**

You can contact the researcher or their supervisor in the first instance if you have any concerns. If you are not comfortable doing this, or if you have tried but don’t get a response or if the person in question appears to have left the University, you can contact the College of Arts &Humanities Ethics Officer (email: arts-ethics@glasgow.ac.uk).

Where there appear to have been problems, you can – and indeed may be advised to – submit an ‘access request’ or an objection to the use of data. As part of the University’s obligations under UK General Data Protection Regulation (UK GDPR), participants retain the rights to access and objection with regard to the use of non-anonymised data for research purposes.

1. Access requests and objections can be submitted via the UofG online proforma accessible at: [https://www.gla.ac.uk/myglasgow/dpfoioffice/gdpr/gdprrequests/#](https://www.gla.ac.uk/myglasgow/dpfoioffice/gdpr/gdprrequests/).
2. Access requests and objection are formal procedures not because we mean to intimidate participants into not raising issues, but rather because the University is legally required to respond and address concerns. The system provides a clear point of contact, appropriate support and a clear set of responsibilities.
3. Anyone who submits a request will need to provide proof of their identity. Again, this is not to deter inquiries, but rather reflects the University’s duty to guard against fraudulent approaches that might result in data breaches.
4. You also have the right to lodge a complaint against the University regarding data protection issues with the Information Commissioner’s Office:

 (<https://ico.org.uk/concerns/>).

**12. Contact for Further Information**

You should give the participant a contact point for further information. This can be your name or that of your supervisor involved in the study.

|  |
| --- |
| Participant Information FAQ/ Plain Language Statement |
| **Study Title:** |  |
| **Researcher:** |  |
| **Supervisor:** |  |
| **Course:** |  |
| **Department and address:**  |  |
| **Invitation** |
| *Example:* You are being invited to take part in a research study. Before you decide it is important for you to understand why the research is being done and what it will involve. Please take time to 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. Take time to decide whether or not you wish to take part. Thank you for reading this. |
| **What is the purpose of the study?** |
| [GIVE A c.300-WORD SUMMARY OF THE PROJECT IN TERMS ACCESSIBLE TO THE PARTICIPANT GROUP. PGR/ STAFF: YOU MAY INCLUDE AN ACCOUNT OF ANY POSSIBLE BENEFITS OF THE PROJECT.] |
| **Why have I been chosen?** |
| You have been chosen on the following basis [DELETE AS APPROPRIATE – THE LIST OF POSSIBILITIES HERE IS NOT EXHAUSTIVE]: * You have a professional/ creative/ public involvement in an area directly relevant to the research topic.
* You have answered a call for potential participants circulated on social media/ advertised in the University/ in a venue relevant to the research topic.
* You are a visitor/ user of a venue directly relevant to the research topic.
* You are enrolled in a UG/PG HE course directly relevant to the research topic.
 |
| **Do I have to take part?** |
| *Example 1*: It is up to you to decide whether or not to take part. If you decide to take part, then up until any cut-off date for the anonymisation of data, you may still free to withdraw without giving a reason. *Example 2*: It is up to you to decide whether or not to take part. If you decide to take part, you are still free to withdraw at any time and without giving a reason. |
| **What will happen to me if I take part?** |
| You will be invited to take part in the following participant activities [DELETE AS APPROPRIATE]: * An interview lasting approximately ?? minutes. The interview can be conducted either be in-person or via Zoom. If the interview is in person, it will take place in a safe location agreed between you and the researcher. The interview will be recorded on camera/ will be audio recorded.
* You will be asked complete a print/ online questionnaire. This should take approximately ?? minutes.
* You will be asked to take part in a focus-group discussion lasting approximately ?? minutes. To allow for the identification of participants for purposes of transcription, the discussion will be recorded on camera.
* You will be asked to agree to being observed while using or visiting the venue. Written/ audio notes will be taken of the observation. You will be asked separately if you agree to being photographed or filmed.
 |
| **Will my taking part in this study be kept confidential? What will happen to the project data and the results of the research study?** |
| [EITHER] The data gathered for this project is for the purposes of an undergraduate/ postgraduate dissertation project. All project data will be securely kept and then destroyed when the mark for the dissertation is confirmed. The dissertation itself will not appear in the public domain and will only be seen by the student, their tutors and examiners for the course. Please read the agreement form for detailed terms and conditions regarding the use of your contribution and the handling and processing of data. [OR –edit as appropriate] The data gathered for this project is for the purposes of a postgraduate/ staff research project. The project data will be securely kept. Interview and questionnaire contributions will be anonymised/ will either be anonymised, or you can choose to be cited by name/ referred to by a pseudonym of your choosing. Once transcribed and redacted, the data will be cited and discussed in publications (online and in print), as well as in other public domain outputs typically associated with HE research contexts (e.g. conference and other presentations). Please read the agreement form for detailed terms and conditions regarding the use of your contribution and the handling and processing of data.* [ALL APPLICATIONS] Data collected as part of this project will be handled and protected in accordance with the provisions of UK General Data Protection Regulation (UK GDPR). Please note that the ‘lawful basis’ that applies for data processing in this case is **Public Task**. Under the selected basis, your data subject rights are limited to access and objection. Where necessary or requested, the researcher may agree to you withdrawing your contribution from the project, in which case this is in addition to your statutory rights. Anonymised data are exempt from data subject rights – unless you have grounds to believe that you remain identifiable from the data as presented.
* Please note that assurances on confidentiality will be strictly adhered to unless evidence of wrongdoing or potential harm is uncovered. In such cases the University may be obliged to contact relevant statutory bodies/agencies.
 |
| **Who is organising and funding the research? (If relevant)** |
|  |
| **Who has reviewed the study?** |
| Materials relating to the study have been scrutinised and approved by members of the College of Arts & Humanities Research Ethics reviewer panel.  |
| **Application reference number**:  | **Date of approval letter**:  |
| **How can I access information relating to me or complain if I suspect information has been misused/ used for purposes other than I agreed to?** |
| You can contact the researcher or their supervisor in the first instance if you have any concerns. If you are not comfortable doing this, or if you have tried but don’t get a response or if the person in question appears to have left the University, you can contact the College of Arts & Humanities Ethics Officer (email: arts-ethics@glasgow.ac.uk). Where there appear to have been problems, you can – and indeed may be advised to – submit an ‘access request’ or an objection to the use of data. As part of the University’s obligations under UK General Data Protection Regulation (UK GDPR), participants retain the rights to access and objection with regard to the use of non-anonymised data for research purposes. 1. Access requests and objections can be submitted via the UofG online proforma accessible at: [https://www.gla.ac.uk/myglasgow/dpfoioffice/gdpr/gdprrequests/#](https://www.gla.ac.uk/myglasgow/dpfoioffice/gdpr/gdprrequests/).
2. Access requests and objection are formal procedures not because we mean to intimidate participants into not raising issues, but rather because the University is legally required to respond and address concerns. The system provides a clear point of contact, appropriate support and a clear set of responsibilities.
3. Anyone who submits a request will need to provide proof of their identity. Again, this is not to deter inquiries, but rather reflects the University’s duty to guard against fraudulent approaches that might result in data breaches.
4. You also have the right to lodge a complaint against the University regarding data protection issues with the Information Commissioner’s Office (<https://ico.org.uk/concerns/>).
 |

Simplified Plain Language Participant Information Statement

(school pupils/ children)

**REMEMBER TO DELETE/ TAILOR ALL BLUE TEXT BEFORE YOU SUBMIT YOUR OWN VERSION**

**Title of project and researcher details**

Title: ……………………………………………………………………………………….

Researcher: ………………………………..

Supervisor: ……………………………………..

Course: ………………………………………………..

**Why have I been chosen?**

You are being invited to take part in a research project into ……………………………….. A research project is a way to learn more about something. You are being asked to take part because [EXPLAIN WHY AND HOW PERSON WAS SELECTED FOR APPROACH].

Before you decide if you want to take part, it is important for you to understand why the research is being done and what it will involve. Please take time to read the information on this page carefully and discuss it with others …………………………….. and your parents/carers if you wish. Ask me if there is anything that is not clear or if you would like more information. Take time to decide whether or not you wish to take part.

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

The purpose of this study is to find out ………………………………….. If you decide to take part I will ask you some questions about ……………………………

You do not have to answer any questions that you don’t want to.

This will take about ………. **[estimate time needed]***.*

I will record your answers on a voice recorder so that afterwards I can listen carefully to what you said.

I/ we will be finished gathering information by …………………………. **[DATE FOR COMPLETION OF INTERVIEWS/ SURVEYS]**

**Do I have to take part?**

You do not have to take part in this study, and if you decide not to, you will still be [free to visit the venue/ do what you were planning to do today]. If, after you have started to take part, you change your mind, just let me know and I will not use any information you have given me.

**Keeping information safe and private**

I will keep the information from the ..................................in a locked cabinet or in a locked file on my computer.

[ANONYMOUS PARTICIPATION: When I write about what I have found out, your name will not be mentioned.]

[PSEUDONYMOUS PARTICIPATION: If you like you can choose another name for me to use when I am writing about what you said. No one else will know which name you have chosen.]

I/ We will destroy all of my / our recordings when the project is finished. I/ we will keep the notes without your name in and the consent form so that we can prove we asked you whether you wanted to take part and that you [and your parents/ carers] said yes.

[ARTS APPLICANTS – consider carefully whether you should include the following advisory re statutory responsibility: However, if during our conversation I hear anything which makes me worried that you might be in danger of harm, I might have to tell other people who need to know about this.]

**What will happen to the results of the research study?**

When I have gathered all of the information from everyone who is taking part I/ we will write about what I/ we have learned in a **[as appropriate PGT/PGR** 1] dissertation/ thesis, which is a long essay, which I have to complete for the course I am studying on. This will be read and marked by my teachers at the university. STAFF: books and articles that discuss the project and what it tells us about what people do/ want]

I/ we will tell you and the other children who have taken part what I/ we have found out about what you think about ……………………………...

**How can I access information relating to me or complain if I think information has been misused/ used for purposes other than I agreed to?**

You can contact the researcher or their supervisor if you have concerns. If you are not comfortable doing this or if you have tried but don’t get a response or if the person in question appears to have left the University, you or your parent/ guardian can contact the College of Arts & Humanities Ethics Officer (email: arts-ethics@glasgow.ac.uk).

Where there appear to have been problems, you can – and indeed may be advised to – submit an ‘access request’ or an objection to the use of data. As part of the University’s legal obligations, you have rights of access and objection for any data we keep relating to you that isn’t anonymous.

1. You can submit requests/ objections online via the University’s Data Protection and Freedom of Information office: [https://www.gla.ac.uk/myglasgow/dpfoioffice/gdpr/gdprrequests/#](https://www.gla.ac.uk/myglasgow/dpfoioffice/gdpr/gdprrequests/).
2. Access requests and objection are formal procedures not because we mean to intimidate participants into not raising issues, but rather it reflects the fact the University is legally required to respond address concerns. The system provides a clear point of contact, appropriate support and a clear set of responsibilities.
3. Anyone submitting a request will need to provide proof of their identity. Again, this is not intended to deter inquiries, but rather reflects the University’s duty to guard against fraudulent approaches that might result in data breaches.
4. You also have the right to lodge a complaint against the University regarding data protection issues with the Information Commissioner’s Office (<https://ico.org.uk/concerns/>).

**Who has reviewed the study?**

This study has been reviewed and agreed by the College of Arts & Humanities Research Ethics Committee, University of Glasgow

**Contacts for further information**

If you have any questions about this study, you can ask…

* me, …………………………… (………………….@glasgow.ac.uk)
* or my supervisor, ………………… (………………@glasgow.ac.uk)
* or the Ethics officer for the College of Arts & Humanities (arts-ethics@glasgow.ac.uk)

**Thank you for reading this!**

SAMPLE PARTICIPANT AGREEMENT FORMS

**[UG/ PGT Interview – named or anon, NO OUTPUTS]**

**PARTICIPANT AGREEMENT FORM**

I understand that [NAME OF RESEARCHER] is collecting data in the form of recorded interviews based on questionnaire responses. This is part of a fieldwork project for an undergraduate/ a taught postgraduate dissertation project in [NAME OF COURSE] taught in the department of [SUBJECT] at the University of Glasgow.

I confirm that I have been informed about the project and have had a chance to ask questions where necessary.

**I give my consent to take part in the interviews on the understanding that:**

1. I have the choice to leave any question unanswered.
2. I can pause or stop the interview at any point.

**I agree to the use of data for this purpose on the understanding that:**

1. Use and storage of research data in the University of Glasgow reflects the institution’s educational/ research mission and its legal responsibilities in relation to both information security and scrutiny of researcher conduct.
	1. As part of this, under UK legislation (UK General Data Protection Regulation [UK GDPR]), I understand and accept that the ‘lawful basis’ for the processing of personal data is that the project constitutes a **public task**, and that any processing of special category data is ‘necessary for archiving purposes in the public interest, or scientific and historical research’.
	2. I understand that I have the right to **access** data relating to me or that I have provided and to **object** where I have reason to believe it has been misused or used for purposes other than those stated.
	3. Project materials in both physical and electronic form will be treated as confidential and kept in secure storage (locked physical storage; appropriately encrypted, password-protected devices and University user accounts) at all times.
2. Interviews will be transcribed, and the recordings deleted when the mark for the dissertation is confirmed.
3. NAMED PARTICIPATION:
	1. If I choose to take part as a named participant, all names and other material likely to identify other individuals will be redacted/ removed.
	2. I may withdraw from the project at any time before/ up to six weeks before its completion date (deadline [DATE]) without being obliged to give a reason. In that event all record of my remarks of will be destroyed immediately.
4. ANONYMOUS PARTICIPATION:
	1. If I choose to take part as an anonymous participant, my name and all identifying information will be redacted/ removed. All other names and other material likely to identify individuals will be redacted/ removed. This process will be completed by [GIVE REALISTIC DATE]. After this, the data will be deemed to have been anonymised.
	2. I understand that once the data collected is anonymised, in accordance with UK legislation (General Data Protection Regulation [UK GDPR]), it may be used for the purposes of the project without further reference back to me. However, I understand that I may request access or raise an objection if I have legitimate grounds for concern that I remain directly identifiable from it or that it has been used for purposes other than those stated.
5. The project itself will not be available in the public domain and will only be seen by the student and the student’s course tutors and the examiners.
6. Project materials will be destroyed when the mark for the dissertation is confirmed (GIVE DATE).

**Many thanks for your participation in this project.**

**TICK AS APPROPRIATE:**

[ ]  I agree to take part in the study on the condition that I remain anonymous.

[ ]  I agree to take part in the study and for my name to appear in transcripts of interviews.

**ALL PARTICIPANTS:**

[ ]  I agree to the terms for data processing as outlined above.

[ ]  I confirm I have been given information on how to exercise my rights of access and objection.

Name of Participant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OR [N.B. PGT ONLY -- WORK WITH MINORS IS TYPICALLY NOT APPROVED FOR UG PROJECTS]

* Signed on behalf of the contributor (i.e. parent/guardian in case of a person under 18)

Name of Guardian:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Signature:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- |
| **Researcher’s name and email:** |  |
| **Course organiser’s name and email:**  |  |
| **Department address:** |  |

**[UG/PGT Online Survey – NO OUTPUTS]**

**PARTICIPANT AGREEMENT FORM**

I understand that [NAME OF RESEARCHER] is collecting data in the form of **questionnaire responses** for use in an undergraduate/ a taught postgraduate dissertation project in [NAME OF COURSE] taught in the department of [SUBJECT] at the University of Glasgow.

* [WHERE APPLICABLE] I understand I may also choose to leave an email address for the purposes of a follow-up interview related to this project.

I have read the information sheet outlining the project and its methods and had the opportunity to ask any questions arising from that.

**I consent to participate in the survey on the following terms:**

1. I have the choice to leave any question unanswered.
2. I can decline to submit a questionnaire response once I have completed it.

**I agree to the processing of data for this purpose on the following terms:**

1. Use and storage of research data in the University of Glasgow reflects the institution’s educational/ research mission and its legal responsibilities in relation to both information security and scrutiny of researcher conduct.
	1. As part of this, under UK legislation (UK General Data Protection Regulation [UK GDPR]), I understand and accept that the **lawful basis** for the processing of personal data is that the project constitutes a **public task**, and that any processing of special category data is ‘necessary for archiving purposes in the public interest, or scientific and historical research’.
	2. I understand that I have the right to **access** data relating to me or that I have provided and to **object** where I have reason to believe it has been misused or used for purposes other than those stated.
	3. Project materials in both physical and electronic form will be treated as confidential and kept in secure storage (locked physical storage; appropriately encrypted, password-protected devices and University user accounts) at all times.
2. [EITHER THE CONDITIONS IN BLUE] Participation in the survey is anonymous and no identifying personal information is involved.
3. My answers will remain grouped together when exported from the platform.
4. My completed survey will have a participant number assigned to it (e.g. ‘Participant 001’). Links between participant numbers and names will be recorded separately from this agreement form so that I cannot be identified.
5. All names and other material likely to identify individuals will be redacted/ removed. Once this is completed for all questionnaires, the record document linking participant numbers to agreement forms will be destroyed, leaving all responses anonymous. This will be done on the following date: [GIVE DATE].
6. [OR IN PURPLE] Participation in the survey is anonymous and no identifying personal information is involved.
7. Responses will be aggregated by question when exported from the survey platform so that an individual’s answers will not be grouped together.
8. All names and other material likely to identify individuals will be redacted/ removed. Once this is completed for all questionnaires, the record document linking participant numbers to agreement forms will be destroyed, leaving all responses anonymous. This will be done on the following date: [GIVE DATE].
9. [WHERE APPLICABLE] I may choose to leave an email address as a contact for follow-up interview related to the project.
10. I understand that once the data collected is anonymised, in accordance with UK GDPR, it may be used for the purposes of the project without further reference back to me. However, I understand that I may request access or raise an objection if I have legitimate grounds for concern that I remain directly identifiable from it or that it has been used for purposes other than those stated.
11. The project itself will not be available in the public domain and will only be seen by the student and the student’s course tutors. All materials will be destroyed when the mark for the dissertation is confirmed [GIVE DATE].

**ALL PARTICIPANTS:**

[x]  I understand that submitting a response indicates that I consent to take part in the survey and that I agree to the terms for data processing as outlined above.

[ ]  I confirm I have been given information on how to exercise my rights of access and objection.

**WHERE APPLICABLE:**

[ ]  I understand I may agree to leave an email address as contact for follow-up interview.

|  |  |
| --- | --- |
| **Researcher’s name and email:** | NAME (EMAIL) |
| **Course organiser’s name and email:**  | NAME (EMAIL) |
| **Department address:** |  |

**[UG/PGT Print Survey – NO OUTPUTS]**

**PARTICIPANT AGREEMENT FORM**

I understand that [NAME OF RESEARCHER] is collecting data in the form of **questionnaire responses** for use in an undergraduate/ a taught postgraduate dissertation project in [NAME OF COURSE] taught in the department of [SUBJECT] at the University of Glasgow.

I have read the information sheet outlining the project and its methods and had the opportunity to ask any questions arising from that.

**I consent to participate in the survey on the following terms:**

1. I have the choice to leave any question unanswered.
2. I can decline to submit/ return the questionnaire once I have completed it.

**I agree to the processing of data for this purpose on the following terms:**

1. Use and storage of research data in the University of Glasgow reflects the institution’s educational/ research mission and its legal responsibilities in relation to both information security and scrutiny of researcher conduct.
	1. As part of this, under UK legislation (UK General Data Protection Regulation [UK GDPR]), I understand and accept that the **lawful basis** for the processing of personal data is that the project constitutes a **public task**, and that any processing of special category data is ‘necessary for archiving purposes in the public interest, or scientific and historical research’.
	2. I understand that I have the right to **access** data relating to me or that I have provided and to **object** where I have reason to believe it has been misused or used for purposes other than those stated.
	3. Project materials in both physical and electronic form will be treated as confidential and kept in secure storage (locked physical storage; appropriately encrypted, password-protected devices and University user accounts) at all times.
2. Participation in the survey is anonymous and no identifying personal information is involved [except where participants choose to leave a name and email address for follow-up interview].
3. Individual response profiles will be preserved when the data is exported from the platform.
4. My completed survey will have a participant number assigned to it (e.g. ‘Participant 001’). This will be recorded separately from this agreement form so that I cannot be identified.
5. All names and other material likely to identify individuals will be redacted/ removed. Once this is completed for all questionnaires, the record document linking participant numbers to agreement forms will be destroyed, leaving all responses anonymous. This will be done on the following date: [GIVE DATE].
6. [WHERE APPLICABLE] I may choose to leave an email address as a contact for follow-up interview related to the project. This will be recorded separately from my questionnaire response.
7. I understand that once the data collected is anonymised, in accordance with UK GDPR, it may be used for the purposes of the project without further reference back to me. However, I understand that I may request access or raise an objection if I have legitimate grounds for concern that I remain directly identifiable from it or that it has been used for purposes other than those stated.
8. The project itself will not be available in the public domain and will only be seen by the student and the student’s course tutors. All materials will be destroyed when the mark for the dissertation is confirmed [GIVE DATE].

**ALL PARTICIPANTS:**

[ ]  I consent to take part in the survey and I agree to the terms for data processing as outlined above.

[ ]  I confirm I have been given information on how to exercise my rights of access and objection.

**WHERE APPLICABLE:**

[ ]  I understand I may agree to leave an email address as contact for follow-up interview.

Name of Participant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OR [N.B. PGT ONLY -- WORK WITH MINORS IS TYPICALLY NOT APPROVED FOR UG PROJECTS]

* Signed on behalf of the contributor (i.e. parent/guardian in case of a person under 18)

Name of Guardian:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Signature:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Researcher’s name and email:** | NAME (EMAIL) |
| **Course organiser’s name and email:**  | NAME (EMAIL) |
| **Department address:** |  |

**[UG/ PGT Focus Group – named or anon, NO OUTPUTS]**

**PARTICIPANT AGREEMENT FORM**

I understand that [NAME OF RESEARCHER] is collecting data in the form of **video-recorded focus group discussions**. This is part of a fieldwork project for an undergraduate/ a taught postgraduate dissertation project in [NAME OF COURSE] taught in the department of [SUBJECT] at the University of Glasgow.

I confirm that I have been informed about the project and have had a chance to ask questions where necessary.

**I give my consent to take part in the interviews on the understanding that:**

1. I understand that the discussion will be video recorded solely to allow participants to be identified for the purposes of transcription.
2. I have the choice to leave any question unanswered.
3. I can withdraw from the focus group discussion at any point.

**I agree to the use of data for this purpose on the understanding that:**

1. Use and storage of research data in the University of Glasgow reflects the institution’s educational/ research mission and its legal responsibilities in relation to both information security and scrutiny of researcher conduct.
	1. As part of this, under UK legislation (UK General Data Protection Regulation [UK GDPR]), I understand and accept that the ‘lawful basis’ for the processing of personal data is that the project constitutes a **public task**, and that any processing of special category data is ‘necessary for archiving purposes in the public interest, or scientific and historical research’.
	2. I understand that I have the right to **access** data relating to me or that I have provided and to **object** where I have reason to believe it has been misused or used for purposes other than those stated.
	3. Project materials in both physical and electronic form will be treated as confidential and kept in secure storage (locked physical storage; appropriately encrypted, password-protected devices and University user accounts) at all times.
2. The discussion will be transcribed, and the recordings deleted when the mark for the dissertation is confirmed.
3. NAMED PARTICIPATION:
	1. If I choose to take part as a named participant, all names and other material likely to identify other individuals will be redacted/ removed.
	2. I may withdraw from the project at any time before/ up to six weeks before its completion date (deadline [DATE]) without being obliged to give a reason. In that event all record of my remarks of will be destroyed immediately.
4. ANONYMOUS PARTICIPATION:
	1. If I choose to take part as an anonymous participant, my name and all identifying information will be redacted/ removed. All other names and other material likely to identify individuals will be redacted/ removed. This process will be completed by [GIVE REALISTIC DATE]. After this, the data will be deemed to have been anonymised.
	2. I understand that once the data collected is anonymised, in accordance with UK legislation (General Data Protection Regulation [UK GDPR]), it may be used for the purposes of the project without further reference back to me. However, I understand that I may request access or raise an objection if I have legitimate grounds for concern that I remain directly identifiable from it or that it has been used for purposes other than those stated.
5. The project itself will not be available in the public domain and will only be seen by the student and the student’s course tutors and the examiners.
6. Project materials will be destroyed when the mark for the dissertation is confirmed (GIVE DATE).

**Many thanks for your participation in this project.**

**TICK AS APPROPRIATE:**

[ ]  I agree to take part in the study on the condition that I remain anonymous.

[ ]  I agree to take part in the study and for my name to appear in transcripts of interviews.

**ALL PARTICIPANTS:**

[ ]  I agree to the terms for data processing as outlined above.

[ ]  I confirm I have been given information on how to exercise my rights of access and objection.

Name of Participant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OR [N.B. PGT ONLY -- WORK WITH MINORS IS TYPICALLY NOT APPROVED FOR UG PROJECTS]

* Signed on behalf of the contributor (i.e. parent/guardian in case of a person under 18)

Name of Guardian:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Signature:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- |
| **Researcher’s name and email:** |  |
| **Course organiser’s name and email:**  |  |
| **Department address:** |  |

**[UG/ PGT Observation – named or anon, NO OUTPUTS]**

**PARTICIPANT AGREEMENT FORM**

I understand that [NAME OF RESEARCHER] is collecting data in the form of **visitor observation**. This is part of a fieldwork project for an undergraduate/ a taught postgraduate dissertation project in [NAME OF COURSE] taught in the department of [SUBJECT] at the University of Glasgow.

I confirm that I have been informed about the project and have had a chance to ask questions where necessary.

**I give my consent to take part in the interviews on the understanding that:**

1. I understand that the researcher is carrying out observation with the permission of the venue/ site management.
2. I understand I can decline permission for the observation to be video recorded. I also understand that any such recording is solely for research purposes.
3. I have the choice to leave any question unanswered.
4. I can ask for the observation to be stopped at any point.

**I agree to the use of data for this purpose on the understanding that:**

1. Use and storage of research data in the University of Glasgow reflects the institution’s educational/ research mission and its legal responsibilities in relation to both information security and scrutiny of researcher conduct.
	1. As part of this, under UK legislation (UK General Data Protection Regulation [UK GDPR]), I understand and accept that the ‘lawful basis’ for the processing of personal data is that the project constitutes a **public task**, and that any processing of special category data is ‘necessary for archiving purposes in the public interest, or scientific and historical research’.
	2. I understand that I have the right to **access** data relating to me or that I have provided and to **object** where I have reason to believe it has been misused or used for purposes other than those stated.
	3. Project materials in both physical and electronic form will be treated as confidential and kept in secure storage (locked physical storage; appropriately encrypted, password-protected devices and University user accounts) at all times.
2. Once the observation notes are finalised, any recordings will be deleted when the mark for the dissertation is confirmed.
3. NAMED PARTICIPATION:
	1. If I choose to take part as a named participant, all names and other material likely to identify other individuals will be redacted/ removed.
	2. I may withdraw from the project at any time before/ up to six weeks before its completion date (deadline [DATE]) without being obliged to give a reason. In that event all record of my remarks of will be destroyed immediately.
4. ANONYMOUS PARTICIPATION:
	1. If I choose to take part as an anonymous participant, my name and all identifying information will be redacted/ removed. All other names and other material likely to identify individuals will be redacted/ removed. This process will be completed by [GIVE REALISTIC DATE]. After this, the data will be deemed to have been anonymised.
	2. I understand that once the data collected is anonymised, in accordance with UK legislation (General Data Protection Regulation [UK GDPR]), it may be used for the purposes of the project without further reference back to me. However, I understand that I may request access or raise an objection if I have legitimate grounds for concern that I remain directly identifiable from it or that it has been used for purposes other than those stated.
5. The project itself will not be available in the public domain and will only be seen by the student and the student’s course tutors and the examiners.
6. Project materials will be destroyed when the mark for the dissertation is confirmed (GIVE DATE).

**Many thanks for your participation in this project.**

**TICK AS APPROPRIATE:**

[ ]  I agree to the researcher taking video recording of the observation.

[ ]  I agree to the researcher taking audio/ written notes of the observation.

[ ]  I agree to take part in the study on the condition that I remain anonymous.

[ ]  I agree to take part in the study and for my name to appear in discussion. I understand that I will have an opportunity to review use of the data I have contributed in a pre-final draft of the dissertation and will be able to request changes.

**ALL PARTICIPANTS:**

[ ]  I agree to the terms for data processing as outlined above.

[ ]  I confirm I have been given information on how to exercise my rights of access and objection.

[ ]  FOLLOWING COMPLETION OF THE OBSERVATION: I confirm my agreement to the observation being used for the purposes of the project.

**WHERE APPLICABLE:**

[ ]  I understand I may agree to leave an email address as contact for follow-up interview.

Name of Participant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OR [N.B. PGT ONLY -- WORK WITH MINORS IS TYPICALLY NOT APPROVED FOR UG PROJECTS]

* Signed on behalf of the contributor (i.e. parent/guardian in case of a person under 18)

Name of Guardian:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Signature:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Researcher’s name and email:** |  |
| **Course organiser’s name and email:**  |  |
| **Department address:** |  |

**[Staff/PG Interview – OUTPUTS]**

**PARTICIPANT AGREEMENT FORM**

I understand that [NAME OF RESEARCHER] is collecting data in the form of recorded interviews for use in an academic research project based in [SUBJECT AREA/ DEPARTMENT/ SCHOOL] at the University of Glasgow.

I have read the information sheet outlining the project and its methods and had the opportunity to ask any questions arising from that.

**I consent to participate in the interviews on the following terms:**

1. I can leave any question unanswered.
2. The interview can be paused or stopped at any point.

**I agree to the processing of data for this project on the following terms:**

1. Use and storage of research data in the University of Glasgow reflects the institution’s educational/ research mission and its legal responsibilities in relation to both information security and scrutiny of researcher conduct.
	1. As part of this, under UK legislation (UK General Data Protection Regulation [UK GDPR]), I understand and accept that the **lawful basis** for the processing of personal data is that the project constitutes a **public task**, and that any processing of special category data is ‘necessary for archiving purposes in the public interest, or scientific and historical research’.
	2. I understand that I have the right to **access** data relating to me or that I have provided and to **object** where I have reason to believe it has been misused or used for purposes other than those stated.
	3. Project materials in both physical and electronic form will be treated as confidential and kept in secure storage (locked physical storage; appropriately encrypted, password-protected devices and University user accounts) at all times.
2. Interviews will be transcribed and the recordings deleted [once the transcription has been checked/ when the project is completed/ when the dissertation is submitted].
3. NAMED PARTICIPATION:
	1. If I choose to take part as a named participant, all names and other material likely to identify other individuals will be redacted/ removed.
	2. I may withdraw from the project at any time up until its completion date without being obliged to give a reason. In that event all record of my remarks of will be destroyed immediately.
4. ANONYMOUS PARTICIPATION:
	1. If I choose to take part as an anonymous participant, my name and all identifying information will be redacted/ removed. All other names and other material likely to identify individuals will be redacted/ removed. This process will be completed by [GIVE REALISTIC DATE]. After this, the data will be deemed to have been anonymised.
	2. I understand that once the data collected is anonymised, in accordance with UK legislation (General Data Protection Regulation [UK GDPR]), it may be used for the purposes of the project without further reference back to me. However, I understand that I may request access or raise an objection if I have legitimate grounds for concern that I remain directly identifiable from it or that it has been used for purposes other than those stated.
5. Project materials will be retained in secure storage by the University for ten years for archival purposes (longer if the material is consulted during that time). Agreement forms will also be retained for the purposes of record.
6. The anonymised materials may be used in future research and be cited and discussed in future publications, both print and online, , as well as in other public domain outputs typically associated with HE research contexts (e.g. conference and other presentations, project-related publicity materials).

**TICK AS APPROPRIATE:**

[ ]  I agree to take part in the above study on the condition I remain anonymous.

OR

[ ]  I agree to take part in the above study and wish to be cited by name. I understand that I will be allowed to see and approve use of my comments in pre-publication drafts of any outputs.

**ALL PARTICIPANTS:**

[ ]  I agree to the terms for data processing outlined above.

[ ]  I confirm I have been given information on how to exercise my rights of access and objection.

Name of Participant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Researcher’s name and email:** | NAME (EMAIL) |
| [PG:] **Supervisor’s name and email:**  | NAME (EMAIL) |
| **Department address:** |  |

**[Staff/PG Interviews: more participant options -- OUTPUTS]**

**PARTICIPANT AGREEMENT FORM**

I understand that [NAME OF RESEARCHER] is collecting data in the form of recorded interviews for use in an academic research project based in [SUBJECT AREA/ DEPARTMENT/ SCHOOL] at the University of Glasgow.

I have read the information sheet outlining the project and its methods and had the opportunity to ask any questions arising from that.

**I consent to participate in the interviews on the following terms:**

1. I can leave any question unanswered.
2. The interview can be paused or stopped at any point.

**I agree to the processing of data for this project on the following terms:**

1. Use and storage of research data in the University of Glasgow reflects the institution’s educational/ research mission and its legal responsibilities in relation to both information security and scrutiny of researcher conduct.
	1. As part of this, under UK legislation (UK General Data Protection Regulation [UK GDPR]), I understand and accept that the **lawful basis** for the processing of personal data is that the project constitutes a **public task**, and that any processing of special category data is ‘necessary for archiving purposes in the public interest, or scientific and historical research’.
	2. I understand that I have the right to **access** data relating to me or that I have provided and to **object** where I have reason to believe it has been misused or used for purposes other than those stated.
	3. Project materials in both physical and electronic form will be treated as confidential and kept in secure storage (locked physical storage; appropriately encrypted, password-protected devices and University user accounts) at all times.
2. Interviews will be transcribed and the recordings deleted [once the transcription has been checked/ when the project is completed/ when the dissertation is submitted].
3. NAMED PARTICIPATION:
	1. If I choose to take part as a named participant, all names and other material likely to identify other individuals will be redacted/ removed.
	2. I may withdraw from the project at any time up until its completion date without being obliged to give a reason. In that event all record of my remarks of will be destroyed immediately.
4. PSEUDONYM USE
	1. I can choose to be referred to by a pseudonym of my choosing. All names and material likely to identify other individuals will be redacted/ removed.
	2. I may withdraw from the project at any time up until its completion date without being obliged to give a reason. In that event all record of my remarks of will be destroyed immediately.
5. ANONYMOUS PARTICIPATION:
	1. If I choose to take part as an anonymous participant, my name and all identifying information will be redacted/ removed. All other names and other material likely to identify individuals will be redacted/ removed. This process will be completed by [GIVE REALISTIC DATE]. After this, the data will be deemed to have been anonymised.
	2. I understand that once the data collected is anonymised, in accordance with UK legislation (General Data Protection Regulation [UK GDPR]), it may be used for the purposes of the project without further reference back to me. However, I understand that I may request access or raise an objection if I have legitimate grounds for concern that I remain directly identifiable from it or that it has been used for purposes other than those stated.
6. Project materials will be retained in secure storage by the University for ten years for archival purposes (longer if the material is consulted during that time). Agreement forms will also be retained for the purposes of record.
7. Project materials may be used in future research and be cited and discussed in future publications, both print and online, as well as in other public domain outputs typically associated with HE research contexts (e.g. conference and other presentations, project-related publicity materials).

**TICK AS APPROPRIATE:**

[ ]  I agree to take part in the above study on the condition I remain anonymous.

OR

[ ]  I agree to take part in the above study on the condition my name is replaced with a pseudonym of my choosing.

OR

[ ]  I agree to take part in the above study and wish to be cited by name. I understand that I will be allowed to see and approve use of my comments in pre-publication drafts of any outputs.

**ALL PARTICIPANTS:**

[ ]  I agree to the terms for data processing as outlined above.

[ ]  I confirm I have been given information on how to exercise my rights of access and objection.

Name of Participant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Researcher’s name and email:** | NAME (EMAIL) |
| [PG:] **Supervisor’s name and email:**  | NAME (EMAIL) |
| **Department address:** |  |

**[STAFF/ PG Online Survey Project -- OUTPUTS]**

**PARTICIPANT AGREEMENT FORM**

I understand that [NAME OF RESEARCHER] is collecting data in the form of **questionnaire responses** for use in an academic research project based in [SUBJECT AREA/ DEPARTMENT/ SCHOOL] at the University of Glasgow.

* [WHERE APPLICABLE] I understand I may also choose to leave an email address for the purposes of a follow-up interview related to this project.

I have read the information sheet outlining the project and its methods and had the opportunity to ask any questions arising from that.

**I consent to participate in the survey on the following terms:**

1. I have the choice to leave any question unanswered.
2. I can decline to submit/ return the questionnaire once I have completed it.

**I agree to the processing of data for this purpose on the following terms:**

1. Use and storage of research data in the University of Glasgow reflects the institution’s educational/ research mission and its legal responsibilities in relation to both information security and scrutiny of researcher conduct.
	1. As part of this, under UK legislation (UK General Data Protection Regulation [UK GDPR]), I understand and accept that the **lawful basis** for the processing of personal data is that the project constitutes a **public task**, and that any processing of special category data is ‘necessary for archiving purposes in the public interest, or scientific and historical research’.
	2. I understand that I have the right to **access** data relating to me or that I have provided and to **object** where I have reason to believe it has been misused or used for purposes other than those stated.
	3. Project materials in both physical and electronic form will be treated as confidential and kept in secure storage (locked physical storage; appropriately encrypted, password-protected devices and University user accounts) at all times.
2. [EITHER THE CONDITIONS IN BLUE] Participation in the survey is anonymous and no identifying personal information is involved. [OR]
3. My completed survey will have a participant number assigned to it (e.g. ‘Participant 001’). Links between participant numbers and names will be recorded separately from this agreement form so that I cannot be identified.
4. All names and other material likely to identify individuals will be redacted/ removed. Once this is completed for all questionnaires, the record document linking participant numbers to agreement forms will be destroyed, leaving all responses anonymous. This will be done on the following date: [GIVE DATE].
5. [OR IN PURPLE] Participation in the survey is anonymous and no identifying personal information is involved.
6. Responses will be aggregated by question when exported from the survey platform so that an individual’s answers will not be grouped together.
7. All names and other material likely to identify individuals will be redacted/ removed. Once this is completed for all questionnaires, the record document linking participant numbers to consent forms will be destroyed, leaving all responses anonymous. This will be done on the following date: [GIVE DATE].
8. [WHERE APPLICABLE] I may choose to leave an email address as a contact for follow-up interview related to the project.
9. I understand that once the data collected is anonymised, in accordance with UK GDPR, it may be used for the purposes of the project without further reference back to me. However, I understand that I may request access or raise an objection if I have legitimate grounds for concern that I remain directly identifiable from it or that it has been used for purposes other than those stated.
10. Project materials will be retained in secure storage by the University for ten years for archival purposes (longer if the material is consulted during that time). Agreement forms will also be retained for the purposes of record.
11. The anonymised data may be used in future research and be cited and discussed in future publications, both print and online, as well as in other public domain outputs typically associated with HE research contexts (e.g. conference and other presentations, project-related publicity materials).

**ALL PARTICIPANTS:**

[x]  I understand that submitting a response indicates that I consent to take part in the survey and that I agree to the terms for data processing as outlined above.

[ ]  I confirm I have been given information on how to exercise my rights of access and objection.

**WHERE APPLICABLE:**

[ ]  I understand I may agree to leave an email address as contact for follow-up interview.

|  |  |
| --- | --- |
| **Researcher’s name and email:** | NAME (EMAIL) |
| [PG:] **Supervisor’s name and email:**  | NAME (EMAIL) |
| **Department address:** |  |

**[Staff /PG Print Survey Project -- OUTPUTS]**

**PARTICIPANT AGREEMENT FORM**

I understand that [NAME OF RESEARCHER] is collecting data in the form of **questionnaire responses** for use in an academic research project based in [SUBJECT AREA/ DEPARTMENT/ SCHOOL] at the University of Glasgow.

* [WHERE APPLICABLE] I understand I may also choose to leave an email address for the purposes of a follow-up interview related to this project.

I have read the information sheet outlining the project and its methods and had the opportunity to ask any questions arising from that.

**I consent to participate in the survey on the following terms:**

1. I have the choice to leave any question unanswered.
2. I can decline to submit/ return the questionnaire once I have completed it.

**I agree to the processing of data for this purpose on the following terms:**

1. Use and storage of research data in the University of Glasgow reflects the institution’s educational/ research mission and its legal responsibilities in relation to both information security and scrutiny of researcher conduct.
	1. As part of this, under UK legislation (UK General Data Protection Regulation [UK GDPR]), I understand and accept that the **lawful basis** for the processing of personal data is that the project constitutes a **public task**, and that any processing of special category data is ‘necessary for archiving purposes in the public interest, or scientific and historical research’.
	2. I understand that I have the right to **access** data relating to me or that I have provided and to **object** where I have reason to believe it has been misused or used for purposes other than those stated.
	3. Project materials in both physical and electronic form will be treated as confidential and kept in secure storage (locked physical storage; appropriately encrypted, password-protected devices and University user accounts) at all times.
2. [EITHER THE CONDITIONS IN BLUE] Participation in the survey is anonymous and no identifying personal information is involved.
3. My completed survey will have a participant number assigned to it (e.g. ‘Participant 001’). Links between participant numbers and names will be recorded separately from this agreement form so that I cannot be identified.
4. All names and other material likely to identify individuals will be redacted/ removed. Once this is completed for all questionnaires, the record document linking participant numbers to agreement forms will be destroyed, leaving all responses anonymous. This will be done on the following date: [GIVE DATE].
5. [OR IN PURPLE] Participation in the survey is anonymous and no identifying personal information is involved.
6. Responses will be aggregated by question when exported from the survey platform so that an individual’s answers will not be grouped together.
7. All names and other material likely to identify individuals will be redacted/ removed. Once this is completed for all questionnaires, the record document linking participant numbers to agreement forms will be destroyed, leaving all responses anonymous. This will be done on the following date: [GIVE DATE].
8. [WHERE APPLICABLE] I may choose to leave an email address as a contact for follow-up interview related to the project.
9. I understand that once the data collected is anonymised, in accordance with UK GDPR, it may be used for the purposes of the project without further reference back to me. However, I understand that I may request access or raise an objection if I have legitimate grounds for concern that I remain directly identifiable from it or that it has been used for purposes other than those stated.
10. Project materials will be retained in secure storage by the University for ten years for archival purposes (longer if the material is consulted during that time). Agreement forms will also be retained for the purposes of record.
11. The anonymised data may be used in future research and be cited and discussed in future publications, both print and online, as well as in other public domain outputs typically associated with HE research contexts (e.g. conference and other presentations, project-related publicity materials).

**ALL PARTICIPANTS:**

[ ]  I consent to take part in the survey and I agree to the terms for data processing as outlined above.

[ ]  I confirm I have been given information on how to exercise my rights of access and objection.

**WHERE APPLICABLE:**

[ ]  I understand I may agree to leave an email address as contact for follow-up interview.

Name of Participant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OR

* Signed on behalf of the contributor (i.e. parent/guardian in case of a person under 18)

Name of Guardian:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Signature:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Researcher’s name and email:** | NAME (EMAIL) |
| [PG:] **Supervisor’s name and email:**  | NAME (EMAIL) |
| **Department address:** |  |

**[Staff/ PG Focus Group – named or anon, OUTPUTS]**

**PARTICIPANT AGREEMENT FORM**

I understand that [NAME OF RESEARCHER] is collecting data in the form of **video-recorded focus group discussions**. This is part of fieldwork in support of a research project based in [SUBJECT AREA/ DEPARTMENT/ SCHOOL] at the University of Glasgow.

I confirm that I have been informed about the project and have had a chance to ask questions where necessary.

**I give my consent to take part in the interviews on the understanding that:**

1. I understand that the discussion will be video recorded solely to allow participants to be identified for the purposes of transcription.
2. I have the choice to leave any question unanswered.
3. I can withdraw from the focus group discussion at any point.

**I agree to the use of data for this purpose on the understanding that:**

1. Use and storage of research data in the University of Glasgow reflects the institution’s educational/ research mission and its legal responsibilities in relation to both information security and scrutiny of researcher conduct.
	1. As part of this, under UK legislation (UK General Data Protection Regulation [UK GDPR]), I understand and accept that the ‘lawful basis’ for the processing of personal data is that the project constitutes a **public task**, and that any processing of special category data is ‘necessary for archiving purposes in the public interest, or scientific and historical research’.
	2. I understand that I have the right to **access** data relating to me or that I have provided and to **object** where I have reason to believe it has been misused or used for purposes other than those stated.
	3. Project materials in both physical and electronic form will be treated as confidential and kept in secure storage (locked physical storage; appropriately encrypted, password-protected devices and University user accounts) at all times.
2. The discussion will be transcribed, and the recordings deleted when the mark for the dissertation is confirmed.
3. NAMED PARTICIPATION:
	1. If I choose to take part as a named participant, all names and other material likely to identify other individuals will be redacted/ removed.
	2. I may withdraw from the project at any time before/ up to six weeks before its completion date (deadline [DATE]) without being obliged to give a reason. In that event all record of my remarks of will be destroyed immediately.
4. PSEUDONYM USE
	1. I can choose to be referred to by a pseudonym of my choosing. All names and material likely to identify other individuals will be redacted/ removed.
	2. I may withdraw from the project at any time up until its completion date without being obliged to give a reason. In that event all record of my remarks of will be destroyed immediately.
5. ANONYMOUS PARTICIPATION:
	1. If I choose to take part as an anonymous participant, my name and all identifying information will be redacted/ removed. All other names and other material likely to identify individuals will be redacted/ removed. This process will be completed by [GIVE REALISTIC DATE]. After this, the data will be deemed to have been anonymised.
	2. I understand that once the data collected is anonymised, in accordance with UK legislation (General Data Protection Regulation [UK GDPR]), it may be used for the purposes of the project without further reference back to me. However, I understand that I may request access or raise an objection if I have legitimate grounds for concern that I remain directly identifiable from it or that it has been used for purposes other than those stated.
6. Project materials will be retained in secure storage by the University for ten years for archival purposes (longer if the material is consulted during that time). Agreement forms will also be retained for the purposes of record.
7. Project materials may be used in future research and be cited and discussed in future publications, both print and online, as well as in other public domain outputs typically associated with HE research contexts (e.g. conference and other presentations, project-related publicity materials).

**Many thanks for your participation in this project.**

**TICK AS APPROPRIATE:**

[ ]  I agree to take part in the study on the condition that I remain anonymous.

[ ]  I agree to take part in the above study on the condition my name is replaced with a pseudonym of my choosing.

[ ]  I agree to take part in the study and for my name to appear in transcripts of interviews.

**ALL PARTICIPANTS:**

[ ]  I agree to the terms for data processing as outlined above.

[ ]  I confirm I have been given information on how to exercise my rights of access and objection.

Name of Participant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OR

* Signed on behalf of the contributor (i.e. parent/guardian in case of a person under 18)

Name of Guardian:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Signature:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Researcher’s name and email:** |  |
| [PG:] **Supervisor’s name and email:**  |  |
| **Department address:** |  |

**[Staff/ PGT Observation – named, pseudonymous or anonymous, OUTPUTS]**

**PARTICIPANT AGREEMENT FORM**

I understand that [NAME OF RESEARCHER] is collecting data in the form of **visitor observation**. This is part of fieldwork in support of a research project based in [SUBJECT AREA/ DEPARTMENT/ SCHOOL] at the University of Glasgow.

* [WHERE APPLICABLE] I understand I may also choose to leave an email address for the purposes of a follow-up interview related to this project.

I confirm that I have been informed about the project and have had a chance to ask questions where necessary.

**I give my consent to take part in the interviews on the understanding that:**

1. I understand that the researcher is carrying out observation with the permission of the venue/ site management.
2. I understand I can decline permission for the observation to be video recorded. I also understand that any such recording is solely for research purposes.
3. I have the choice to leave any question unanswered.
4. I can ask for the observation to be stopped at any point.

**I agree to the use of data for this purpose on the understanding that:**

1. Use and storage of research data in the University of Glasgow reflects the institution’s educational/ research mission and its legal responsibilities in relation to both information security and scrutiny of researcher conduct.
	1. As part of this, under UK legislation (UK General Data Protection Regulation [UK GDPR]), I understand and accept that the ‘lawful basis’ for the processing of personal data is that the project constitutes a **public task**, and that any processing of special category data is ‘necessary for archiving purposes in the public interest, or scientific and historical research’.
	2. I understand that I have the right to **access** data relating to me or that I have provided and to **object** where I have reason to believe it has been misused or used for purposes other than those stated.
	3. Project materials in both physical and electronic form will be treated as confidential and kept in secure storage (locked physical storage; appropriately encrypted, password-protected devices and University user accounts) at all times.
2. Once the observation notes are finalised, any recordings will be deleted when the mark for the dissertation is confirmed.
3. NAMED PARTICIPATION:
	1. If I choose to take part as a named participant, all names and other material likely to identify other individuals will be redacted/ removed.
	2. I may withdraw from the project at any time before its completion date (deadline [DATE]) without being obliged to give a reason. In that event all record of my remarks of will be destroyed immediately.
4. PSEUDONYM USE
	1. I can choose to be referred to by a pseudonym of my choosing. All names and material likely to identify other individuals will be redacted/ removed.
	2. I may withdraw from the project at any time up until its completion date without being obliged to give a reason. In that event all record of my remarks of will be destroyed immediately.
5. ANONYMOUS PARTICIPATION:
	1. If I choose to take part as an anonymous participant, my name and all identifying information will be redacted/ removed. All other names and other material likely to identify individuals will be redacted/ removed. This process will be completed by [GIVE REALISTIC DATE]. After this, the data will be deemed to have been anonymised.
	2. I understand that once the data collected is anonymised, in accordance with UK legislation (General Data Protection Regulation [UK GDPR]), it may be used for the purposes of the project without further reference back to me. However, I understand that I may request access or raise an objection if I have legitimate grounds for concern that I remain directly identifiable from it or that it has been used for purposes other than those stated.
6. Project materials will be retained in secure storage by the University for ten years for archival purposes (longer if the material is consulted during that time). Agreement forms will also be retained for the purposes of record.
7. Project materials may be used in future research and be cited and discussed in future publications, both print and online, as well as in other public domain outputs typically associated with HE research contexts (e.g. conference and other presentations, project-related publicity materials).

**ALL PARTICIPANTS:**

[ ]  I agree to the terms for data processing as outlined above.

[ ]  I confirm I have been given information on how to exercise my rights of access and objection.

**Many thanks for your participation in this project.**

**TICK AS APPROPRIATE:**

[ ]  I agree to the researcher taking video recording of the observation.

[ ]  I agree to the researcher taking audio/ written notes of the observation.

[ ]  I agree to take part in the study on the condition that I remain anonymous.

[ ]  I agree to take part in the above study on the condition my name is replaced with a pseudonym of my choosing.

[ ]  I agree to take part in the study and for my name to appear in discussion. I understand that I will have an opportunity to review use of the data I have contributed in a pre-final draft of the dissertation and will be able to request changes.

**ALL PARTICIPANTS:**

[ ]  I agree to the terms for data processing as outlined above.

[ ]  I confirm I have been given information on how to exercise my rights of access and objection.

[ ]  FOLLOWING COMPLETION OF THE OBSERVATION: I confirm my agreement to the observation being used for the purposes of the project.

**WHERE APPLICABLE:**

[ ]  I understand I may agree to leave an email address as contact for follow-up interview.

Name of Participant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OR

* Signed on behalf of the contributor (i.e. parent/guardian in case of a person under 18)

Name of Guardian:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Signature:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Researcher’s name and email:** |  |
| [PG:] **Supervisor’s name and email:**  |  |
| **Department address:** |  |

**[PG community performance project – small sample**

**N.B. this reflects a complex multipart project so take care when adapting to fit your requirements]**

**PARTICIPANT AGREEMENT FORM**

I understand that [NAME OF RESEARCHER] is carrying out a research project based in [SUBJECT AREA/ DEPARTMENT/ SCHOOL] at the University of Glasgow. The project, which explores [TOPIC], will start with individual interviews followed by a series of group workshops that will form the basis for a play/ performance in which you may choose to be involved. The workshops and the performance of the play will be filmed.

I have read the information sheet outlining the project and its methods and had the opportunity to ask any questions arising from that.

**INITIAL CONSENT**

I consent to participate in the interviews, workshops and related activities on the following basis:

1. I do not have to answer any question if I choose not to.
2. I can ask for an interview to be paused or stopped or I can withdraw from a workshop at any point.
3. I understand that I will be asked or have the opportunity to confirm or withdraw my consent at appropriate key points.

**AGREEMENT TO PROCESSING OF DATA**

I agree to the processing of data in relation to this project on the understanding that:

1. Use and storage of research data in the University of Glasgow reflects the institution’s educational/ research mission and its legal responsibilities in relation to both information security and scrutiny of researcher conduct.
	1. As part of this, under UK legislation (UK General Data Protection Regulation [UK GDPR]), I understand and accept that the **lawful basis** for the processing of personal data is that the project constitutes a **public task**, and that any processing of special category data is ‘necessary for archiving purposes in the public interest, or scientific and historical research’.
	2. I understand that I have the right to **access** data relating to me or that I have provided and to **object** where I have reason to believe it has been misused or used for purposes other than those stated.
	3. Project materials in both physical and electronic form will be treated as confidential and kept in secure storage (locked physical storage; appropriately encrypted, password-protected devices and University user accounts) at all times.
2. Interviews will be recorded and then transcribed. All names and other material likely to identify individuals will be anonymised.
3. I can withdraw from the project at any stage and at any time before the completion of the project. If I do so, the interview transcript will be destroyed and no use will be made of my remarks as part of the play/ performance.
4. I understand that once the workshop project is completed, selections of the resulting materials may be used in future publications, both print and online, as well as in public arenas – including theatrical performances and recordings of these.
5. The academic project resulting from this work and related project materials will be kept by the University for ten years for archival purposes (longer if the material is consulted during that time). Agreement forms will also be retained for the purposes of record.

**INITIAL CONSENT**

[ ]  I consent to participate in the workshops and related interview activities.

Signed by the contributor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OR

* Signed on behalf of the contributor (i.e. parent/guardian in case of a person under 18)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**END OF PROJECT CONFIRMATION**

[ ]  I confirm I decided to withdraw from the project [before/ after] the workshops. (Delete accordingly and give date below)

[ ]  I confirm I have not chosen to withdraw from the workshop project and am happy for any resulting materials to be used or to appear in print/ the public domain as outlined above.

[ ]  I confirm that I chose to take on a speaking role in the end of project performance and gave consent for this to be recorded on video.

[ ]  I confirm I did not choose to take a speaking role but agreed to appear in video recordings of rehearsals/ performances.

Signed by the contributor/ guardian

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Researcher’s name and email:** | NAME (EMAIL) |
| [PG:] **Supervisor’s name and email:**  | NAME (EMAIL) |
| **Department address:** |  |

1. By way of analogy, in medical research contexts, standards of provision aim at the implementation of what are termed ‘Trusted Research Environments’. [↑](#footnote-ref-1)
2. For UofG guidance on Data Subject Rights, see <https://www.gla.ac.uk/myglasgow/dpfoioffice/gdpr/datasubjectrights/>. [↑](#footnote-ref-2)