

## SAMPLE PARTICIPANT INFORMATION FORM

### Norwich University of the Arts Sample Participation Information Sheet

#### **Title of Project**

*Is understandable / self-explanatory to a lay person?*

#### **Project dates**

*When does the project start?*

#### **Who will conduct the project?**

*List your name and the names of any others involved in running the project*

#### **Invitation paragraph**

*This outlines the invitation to take part. Example wording could include*

*“I/We would like to invite you to take part in this project. Before you decide whether you would like to participate it is important that you understand what the project is, why it is happening, and also what this involves for you. Please take the time to read the information in this document and feel free to discuss it with others if you wish. Do let me/us know if there are any questions, if anything is not clear, and/or if you would like more information. You will be given a copy of this information sheet to keep.”*

#### **What is the purpose of the project?**

*Explain the background to the project and the aims that the project is seeking to achieve. Explain when the project will end.*

#### **Why have I been asked to take part?**

*Explain why the potential participant has been asked to take part, including the criteria used to select participants. For example, does the person meet a specific age range; do they have a specific occupation?*

*If there has been a general call with no specific criteria, i.e., poster, social media, explain for participant that their participation is self-selecting.*

#### **Do I have to take part?**

*Explain that participation is voluntary and that they can withdraw at any time without needing to give a reason, before, during or after the participation activities.*

### **If I take part, what will I be asked to do / what will happen?**

*Explain what you will be asking of participants. Include information about what methods you will be using, i.e., video, photography, surveys, interviews etc., and set out how long this will take, how often, and where. Try to include as much information as is relevant to enable participants to make an informed decision.*

### **Are there any potential risks / disadvantages to my participation in this project?**

*Explain if there are any potential risks / disadvantages to someone's participation in the project and how they will be mitigated (e.g if there are any health and safety measures for physical risk, or additional provision for emotional wellbeing of participants). Any risks should have been identified as part of the ethics approval process. You should also state that participants will be informed immediately of any unexpected risks / disadvantages that arise.*

### **What should I do if I want to take part?**

*Explain how potential participants can confirm / notify that they wish to take part (e.g. completing a survey or other sign up mechanism, email etc).*

*Explain also that they will be asked to complete a participant consent form before their participation begins.*

### **What personal information will be collected?**

*Explain what personal information you will be collecting, for example, are you collecting participant's names, ages, occupations, contact details. Remember that according to the General Data Protection Regulation (UK GDPR) you should only collect personal information where this is necessary. Have you considered if it is possible to undertake the project without gathering or storing personal data? Personal data is any data by which an individual participant may be directly or indirectly identifiable.*

### **How will my personal information be processed?**

*You need to inform participants that any personal information they do share will be processed under the lawful basis of Public Task, in line with the [research provisions in the UK GDPR and the Data Protection Act 2018](#). This means that they may not be able to have their personal data (e.g. names, ages, etc) removed from the project outcome(s) at a later date if it would adversely affect the integrity of the project, and that their data may be held indefinitely, solely for purposes covered by the research project. This does not negate their right to withdraw at any time, but if they withdraw after the project is completed, personal data included in the final piece of work of may not be removeable (e.g. a video, a published text).*

## **What will happen to the information collected as a result of my participation in the project?**

*Explain how information collected will be used, i.e. shows, exhibits, papers, etc. Be very clear, as uses beyond what has been agreed to will require further informed agreement / consent.*

*Confirm whether the participant will be identifiable in the final piece.*

*Do you plan on using the information for further projects? If so you will need to get their permission to do so.*

*Explain if participants will get a copy of the results of their participation and also if they will be able to review before publication / submission.*

## **Would my participation in the project be kept confidential?**

*This will depend on the nature of your project, and you will need to include information about:*

- *Who will have access to their personal information if any is collected.*
- *How will confidentiality be ensured? Will the data be anonymised or pseudonymised? Are there any restrictions on confidentiality?*
- *Is there audio/video recordings/photography? If so think about how far can be ensured?*
- *If you at a later date wish to use the participant's information for further, different purposes to that set out in your project, you will need to request further consent from your participants. For example, you may subsequently wish to commercialise your project. Specify that you will obtain consent before doing so and how. If you are not sure, speak to the Data Protection Officer for advice.*
- *How will records be stored, how long for, and how will they be destroyed?*
- *If you are publishing your work you should include a statement on publishing and if it will involve use of any data by which a participant would be identifiable*

*Remember that when collecting and storing, you are responsible for ensuring compliance with legal and regulatory requirements.*

## **Will I be paid to take part in the project?**

*In most cases, no payment will be made, but this should be explicit, and there may be some situations where participants may receive something for participating, e.g. a voucher. Any forms of payment should have been approved through the ethics approval process.*

## **Further information and contact details**

*Contact details of someone who will answer any questions about the project. You may also wish to include details of a relevant member of staff as well.*

**Who has approved/reviewed this project?**

*Use this text:*

This project has been approved by the Undergraduate and Postgraduate Taught Ethics Panel of Norwich University of the Arts. If you wish to confirm this, please contact [ltsc@norwichuni.ac.uk](mailto:ltsc@norwichuni.ac.uk)

**Who should I contact if I have a concern / complaint?**

*Use this text:*

If you have any concerns / complaints about this research project, or wish to contact an independent person to whom any questions may be directed or further information may be sought from, please contact [ltsc@norwichuni.ac.uk](mailto:ltsc@norwichuni.ac.uk).

**Thank you for taking the time to read this information sheet.**

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