

## Participant Information Leaflet (Historical/Social/Economic/Scientific) – Guidance Note

The Data Protection Office in conjunction with the Research Ethics Policy Committee ( REPC) has prepared a Participant Information Leaflet Template to aid researchers who are **processing personal data** for their research studies in the fields of scientific research. If your study relates to health research<sup>1</sup>, please do not use this template. You will need to use the alternative template available [here](#).

Please note that in relation to the use of personal data:

- Processing means (any operation or set of operations performed on personal data. This includes storing, collecting, retrieving, using, combining, erasing and destroying personal data, and can involve automated or manual operations);
- Personal Data means (any information concerning or relating to a living person who is either identified or identifiable). An individual could be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier (such as an IP address) or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that individual.
- Sensitive personal data (or special category personal data) means personal data revealing
  - racial or ethnic origin,
  - political opinions,
  - religious or philosophical beliefs;
  - trade-union membership;
  - genetic data,
  - biometric data processed solely to identify a human being;
  - health-related data;
  - data concerning a person's sex life or sexual orientation.

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<sup>1</sup> "health research" means any of the following scientific research for the purpose of human health: (i) research with the goal of understanding normal and abnormal functioning, at molecular, cellular, organ system and whole body levels; (ii) research that is specifically concerned with innovative strategies, devices, products or services for the diagnosis, treatment or prevention of human disease or injury; (iii) research with the goal of improving the diagnosis and treatment (including the rehabilitation and palliation) of human disease and injury and of improving the health and quality of life of individuals; (iv) research with the goal of improving the efficiency and effectiveness of health professionals and the health care system; (v) research with the goal of improving the health of the population as a whole or any part of the population through a better understanding of the ways in which social, cultural, environmental, occupational and economic factors determine health status;

The form provided is a template only; researchers will need to tailor this template to their own research studies. Any information leaflet should provide all information necessary in order to ensure researchers are fully transparent as to the use of participants personal data.

Researchers should pay attention to:

- The content of the leaflet particularly the importance of using plain English;
- The appearance of the leaflet particularly the font and font size used;
- The National Adult Literacy Agency have provided useful advice on how to ensure the leaflet is suitable for your target audience and is available at [www.simplyput.ie](http://www.simplyput.ie).

## **INFORMATION LEAFLET TEMPLATE (Historical, Social, Economic or Scientific)**

**NAME OF STUDY: (INSERT TITLE HERE)**

**HeyDude**

### **IN THIS SECTION YOU MUST INCLUDE AN INTRODUCTORY STATEMENT**

You have been asked to be involved in this research study because we are trying to find out that in different application scenarios, the gender, age range, and accent type of audio of different users, as well as their impact on audio recognition instructions, are used to optimize the audio recognition results and the effect of the voice assistant based on these results.

Before you decide whether you wish to participate in the study, it is important for you to understand why the research is being done and what taking part involves.

Please take time to read the following information carefully and discuss it with others if you wish. Please ask us if there is anything that is not clear or if you would like more information.

### **Background information to the study**

The project involves the testing of the HeyDude algorithm with a variety of different voices, particularly those with specific regional accents. The project involves running of experiments in which audio recordings of test subject's speech, recruited internally within the university (i.e. students and staff), are recorded and used to test the accuracy of the machine learning algorithm on which the technology is based. Apart from the speech recordings, no other personal data is recorded (names, email addresses, etc.), however, general information such as age range, gender, and accent type is recorded.

### **Benefits**

There will be no direct benefits to participants, however we hope the results of the study will help us to understand the relationship between model recognition accuracy and age range, accent, gender of the person.

## Disadvantages

The interview will take approximately 20min. There is a small risk of your personal data being breached and your identity being revealed.

## Do I have to take part?

It is your choice whether you would like to take part in the study or not. If you do not wish to participate, you do not have to give a reason and you can change your mind at any time. If you decide that you do not wish to be part of the study, now or later, please contact [lic9@tcd.ie](mailto:lic9@tcd.ie) if you wish to withdraw from the study at any time.

## What happens if I take part?

The research will involve the collection of audio instructions from volunteers. The audio topics are divided into three parts:

1. Basic query instructions, such as querying the weather, calling up Google queries, etc.;
2. Control smart home, such as lighting up the lights in the living room, etc.
3. Basic interactive chat functions, such as asking the product to tell a joke, etc.

The collection location is a dedicated experimental site or any online collection location you wish. The duration is about 20 minutes, with each section of five minutes, with a few minutes of rest in between, if necessary.

Your audio data will be used to train and validate the software's audio recognition model to improve its accuracy and effectiveness.

Personal data will be stored in pseudonymous format for ten years after the end of the project for the purpose of research and use of related data.

Personal data will be properly stored on the school's servers, effectively authorized, managed and encrypted.

When the data exceeds its useful life, the data will be destroyed.

Personal data will be securely stored on school servers and will not leave the country.

## Will my records remain confidential?

The audio related to the interview will be recorded and properly stored on the school's server. The storage time will be ten years after the completion of the project. The data will be destroyed ten years after the completion of the project. The data will be encrypted and authorized to access, only project-related. Members and data managers have access rights.

Your privacy is important to us. Your personal information will be stored securely in a Trinity College Dublin database for a maximum of 10 years after project completion.

When data analysis is released and results are displayed, no sensitive personal information of users, including their names and email addresses, will be encrypted and anonymized.

We will never share your audio or video files with any third party.

Your authorization fields are stored in the database and will only be used when the data is authorized. When you revoke authorization, the data will be blocked or destroyed to ensure your privacy.

Anonymous data can be shared with the scientific community and industry.

Original audio recordings will be retained in the data base of trinity until after my degree has been conferred. A transcript of interviews in which all identifying information has been removed will be retained for a further two years after this.

Please note that by law we are obliged to report any inadvertent discovery relating to illicit activities.

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

The information from this study may be published in scientific papers and on public registries. If this is the case, your identity will remain confidential, and no one will know that you took part in the study.

What do I do if I have any further questions?

Please ask the researcher that gave you this information sheet. They will be happy to answer any questions that you may have.

THANK YOU

## DATA PROTECTION INFORMATION

Data Controller	Trinity College Dublin
Data Protection Officer	Data Protection Officer Secretary's Office Trinity College Dublin Dublin 2  Dataprotection@tcd.ie

### What is the lawful basis to use my personal data?

We will use the information you provide to us for this research study which is scientific research<sup>2</sup> in the public interest<sup>3</sup>. *(Note this can be deleted if no personal or sensitive information is collected in the study)*

### What are my rights in relation to your use of my personal data?

You are entitled to:

- The right to access to your data and receive a copy of it
- The right to restrict or object to processing of your data
- The right to object to any further processing of the information we hold about you (except where it is de-identified)
- The right to have inaccurate information about you corrected or deleted
- The right to receive your data in a portable format and to have it transferred to another data controller
- The right to request deletion of your data

unless the request would make it impossible or very difficult to conduct the research. You can exercise these rights by contacting the project contact or the Trinity College Data Protection Officer (contact details above).

Please note that these rights relate to data which could identify you (personal data). If your data has been anonymized, we will not be able to access or delete it, as we will have no way of being able to link the data to you.

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<sup>2</sup> Article 9(2) (j)) Please note that this basis is only required if using sensitive personal data. Delete if not using sensitive personal data.

<sup>3</sup> (Article 6(1)(e))