# Agree to take part in user research

**Project:** **[add name of project]**

**Security classification**: **OFFICIAL**

[Add 2 sentences describing the service or product you are testing.]

We do user research to learn what people need from our services. By taking part, you’ll help us design services and products that work well for current and future users.

Before you take part, we need to ask your permission to do a few things as part of the user research. Your user researcher and the information sheet provided will help you answer these questions.

## Conditions of taking part

As part of this session, the user researcher and any note-takers will:

* take notes
* share those notes in an anonymised report with other people in the MOD

If you are not comfortable with this, you won’t be able to take part in user research.

## What you give us permission to do

Circle or highlight the answers you want to give. (For remote sessions, this information will be collected verbally and recorded.)

You can still take part in user research if you do not agree with these statements.

| **I agree to take part in this user research** | Yes | No |
| --- | --- | --- |
| **I agree to:** | - | - |
| * audio recording | Yes | No |
| * video recording of me | Yes | No |
| * screen recording of the service being tested | Yes | No |
| * have any recordings transcribed | Yes | No |
| * being observed | Yes | No |
| * being photographed | Yes | No |
| **I agree these recordings can be:** | - | - |
| * referenced by the project team | Yes | No |
| * shared with wider project colleagues, or partner organisations involved in policy decisions and improving services | Yes | No |
| **I must be contacted for permission before any audio or video clips are used. For example, at show and tells.** | Yes | No |
| **I confirm that I have read the Understanding your Participation document** | Yes | No |

## Confidentiality declaration

| **I understand that the ideas, designs and services I see in my user research session are confidential** | Yes | No |
| --- | --- | --- |
| **I will not tell anyone else about the ideas, designs or services until they are made public** | Yes | No |
| **I will not take away copies of any materials I use in the session** | Yes | No |

**What you will let us contact you about**

| * this user research project | Yes | No |
| --- | --- | --- |
| * taking part in further user research | Yes | No |

Please provide an email address we can use to contact you.

**Your email address**:

**Your agreement**

I have received a copy of the *Understanding your Participation* document, and give my informed, voluntary consent to take part in this user research described in this agreement. I understand I can stop taking part at any time, and this will never affect the service, my employment or entitlements I get from MOD.

The details of the project and user research were explained to me by **[add name of user researcher], [add job title and whether you work for, or on behalf of, the MOD].**

Your details will be retained by MoD for a period of 2 years, in line with our data retention policy, after this your details will be deleted.

Participant signature:

Participant name (please print):

Date: