# Participant Information Sheet (PIS)

**How to use:**

Guidance is provided in BLUE – please delete prior to submission

Required information in ORANGE – please complete and turn black prior to submission

The aim of a PIS is to ensure that the participant has all relevant information to allow them to provide valid informed consent.

**The Participant Information Sheet (PIS) must:**

* **Be printed on University of Leicester headed paper**
* **Contain your Ethics Application Reference number in the footer**
* **Be version controlled**

**Each time this PIS is updated, change the version number and date in the footer to ensure accurate recording and the most up to date documents are always used.** The version number should increase by one whole number for each change (i.e. from v1.0 to v2.0 and then v3.0 etc.). **If the PIS is updated due to new information about risks to the participant, you MUST re-consent all participants with the updated PIS to ensure that their consent remains informed.**

**PIS normally contain the headings in BLACK; you may need to add to them to tailor the sheet to your research project. Where not relevant you may wish to delete them, for example where not taking samples.**

**For larger or more complex studies, you may wish to seek feedback from potential participants on the content of your PIS prior to finalising it.**

# Research Project title

Lego: Set Checklist Creator

# Invitation paragraph

You are being invited to take part in a research project. Before you decide whether or not 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 following information carefully'.

The data collected as part of this study may be used, in part or in whole, for the writing of educational projects such as a Batchelor’s Degree, at no time would any personally identifiable data be published without consent.

# What is the purpose of the research project?

I am currently completing a project to create a digital Checklist for pieces in a Lego Set. This a website where people can search for a Lego Set and then can check the Lego pieces for this set off a checklist.

The purpose of this research is to collect information on participants views and opinions on the Usability of my Website.

# Why have I been invited to participate?

You are part of the target group and invited to participate.

# Do I have to take part?

It is up to you to decide whether or not to take part in this research project. If you do decide to take part you will be given this information sheet along with a privacy notice that will explain how your data will be collected and used, and be asked to provide your consent to participate. If you decide to take part you are still free to withdraw at any time and without giving a reason, by contacting the researcher.

# What will happen to me if I take part?

You will have time to search and use the website on PC/Laptop and mobile device before filling in a Questionnaire on the Usability of the website. Upon completing the questionnaire, an interview will occur based on your responses to the questionnaire.

# What data will you collect about me?

Data will be collected on your views and opinions on the Usability of the website.

# Will what I say in this research project be kept confidential?

[You should explain that all information collected about the individual will be kept strictly confidential (subject to legal limitations) and describe how confidentiality, privacy and anonymity will be ensured in the collection, storage and publication of research material. (This must mirror the information given in the separate Informed Consent Form/Privacy Notice that must accompany this form). The above may be different for some research projects, such as oral history, you can seek advice from your Research Ethics Committee.

Consider how you would manage a disclosure relating to safeguarding or criminality if relevant.

The information will be kept confidential, and all the data will be analysed in batches, so that it will be impossible to identify you individually.

# How will you look after the data you collect about me?

### [It is important that research participants understand what will happen with any data they provide and what rights they have over its use. In the PIS you should provide top level information, and provide a separate Privacy Notice. There is a Privacy Notice Development Tool that is available to help you create this. You may wish to use the following text to link the two:

### *‘We need to ensure that you understand what will happen to data we collect about you as well as your legal rights. This document is accompanied with a separate Privacy Notice providing further details, you can access this via [insert method here – link to website or paper copy’*

[In this section detail what will you do with the data collected if a participant withdraws? If you intent to use the exemptions for research provided for by GDPR then this must be detailed here. Further guidance on data processing for research is available from the University Information Assurance Service. <https://www2.le.ac.uk/offices/ias>

You may wish to use the following text:

### *‘Your normal rights under the Data Protection Act and the General Data Protection Regulation apply. However, we need to manage your records in specific ways for the research project to be reliable. This means that we won’t [always] be able to let you see or change the data we hold about you.*

### *You can stop being part of the research project at any time, without giving a reason, but we will keep information about you that we already have and continue to use this for the purposes of the research project as outlined here’*

Research data must be kept securely at all times, especially when collected in the field before being transferred back to the University of Leicester. Data MUST be processed on University managed IT equipment, any deviation from this must be risk assessed by IT Services. Data should be stored on the University’ systems and not on personal equipment in line with the [University’s Information Security Policy](https://www2.le.ac.uk/offices/ias/resources/policies/ispolicy). The [Data Classification Decision Tree](https://www2.le.ac.uk/offices/ias/university-data-classification/decision-tree-model#decision-tree) can help you understand how data should be appropriately managed.

Think about who will process the data collected, if this will involve other researchers or other organisations, then this should be detailed here.

Data generated by the research project must be retained in accordance with the [University's Research Code of Practice](https://www2.le.ac.uk/offices/researchsupport/integrity/code-of-conduct/5-after-research/5-5-retaining-records-and-research-data). You should include a statement that the data generated in the course of the research must be kept securely in paper or electronic form for a period in line with [Section 5 of the Research Code of Practice](https://www2.le.ac.uk/offices/researchsupport/integrity/code-of-conduct/5-after-research/5-5-retaining-records-and-research-data) (for staff and Doctoral students only).

Should the study be externally funded and the funder’s retention period is longer this should be explained (for Taught Masters and Undergraduate students data should usually be kept until the student graduates, unless the supervisory team consider there is an advantage to storing it for longer). An explicit period of time MUST be stipulated, and identifiable personal data destroyed at the end of the period.

If it is a condition of your research funding that the research data must be deposited into a recognised repository, you must explain how the data will be stored (for example with the UK Data Service or the UK Data Archive) and explain it will be anonymised.

If your research project is run in conjunction with another organisation who will be the Data Controller, detail this here.

There must finally be a clear and unambiguous statement:

‘At all times this research study will comply with the General Data Protection Regulations (GDPR, 2018) approved by the EU parliament on 14 April 2016 and passing into UK law with effect from 25 May 2018.’]

Your normal rights under the Data Protection Act and the General Data Protection Regulation apply.

You can stop being part of the research project at any time, without giving a reason, but we will keep information about you that we already have and continue to use this for the purposes of the research project as outlined here.

# What will happen to the results of the research project?

[You should tell the individual what will happen to the results of the research project. Will they be published as an output or used as a conference paper / presentation? Will they be used in your dissertation or thesis? For what degree? A copy of the findings of the research project should be offered to each participant if they would like it.

If the results could be used in future research ensure that this is stipulated and there is an appropriate line on the Informed Consent Form detailing use in future research.]

The results of this research will be added to my dissertation for my project.

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

You will be asked to complete an Informed Consent Form and to opt-in to a variety of research options by ticking the Yes or No box. This will confirm you understand how your data will be processed, protected and reviewed for research purposes.

# Who is organising and funding the research project?

I am conducting this research as a Student at the University of Leicester as part of the School of Computing and Mathematical Sciences.

# What if something goes wrong?

In the very unlikely event of you being harmed by taking part in this research project, there are no special compensation arrangements. If you are harmed due to someone’s negligence, then you may have grounds for legal action but you may have to pay for it.

# Who has reviewed the research project?

I have received Ethical Approval from the University of Leicester.

### **Contact for Further Information**

**Name, position and contact details of Researcher:**

Daniel Booth, Student, [drb23@student.le.ac.uk](mailto:drb23@student.le.ac.uk)

If you have any concerns or queries about the way in which the research project has been conducted, please contact my supervisor.

**Name, position and contact details for Supervisor:**

Matthias Heintz, Lecturer, [mmh21@leicester.ac.uk](mailto:mmh21@leicester.ac.uk)

If you require more GDPR data protection information then you can access this via the University’s Information Assurance Services:

Information Assurance Services  
University of Leicester  
University Road  
Leicester  
LE1 7RH  
T: +44 (0)116 229 7945  
E: dpo@le.ac

W: <https://www2.le.ac.uk/offices/ias>

### Thank you