**Participant Information Sheet For Academic Staff**

UCLIC Research Ethics Committee Approval ID Number: UCLIC/1718/011/Staff Evans

**YOU WILL BE GIVEN A COPY OF THIS INFORMATION SHEET**

**Title of Study:** <Insert Title of Project>

**Department:** UCLIC/Computer Science**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name and Contact Details of the Researcher(s):** <Insert Your Name and Email Address> **\_\_\_\_**

**Name and Contact Details of the Principal Researcher:**

**Dr Chris Evans**

**UCL Interaction Centre**

**Second Floor, Engineering Building**

**66-72 Gower Street**

**University College London**

**WC1E 6BT**

**c.evans@ucl.ac.uk\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Invitation Paragraph**

*You are being invited to take part in a UCL research project. Before you decide it is important for you to understand why the research is being done and what participation 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.*

1. **What is the project’s purpose?**

This project aims to <Insert One Sentence Summary of Project>.

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

You have been included in this study because <Insert One Sentence Description of Target Group>.

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

It is up to you to decide whether or not to take part. If you do decide to take part, you will be given this information sheet to keep and be asked to sign a consent form. You can withdraw at any time without giving a reason and without it affecting any benefits that you are entitled to. If you decide to withdraw you will be asked what you wish to happen to the data you have provided up that point.

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

The interview or focus group should take approximately <Insert Duration Here> minutes to complete. You will be asked to sign a form to consent to participation and for the use of the data you provide. Once data has been collected from all chosen participants it will not be possible to remove your data from the study.

1. **Will I be recorded and how will the recorded media be used?**

The recordings of your activities made during this research will be used only for this project report and for illustration in conference presentations or academic publications. No other use will be made of them without your written permission, and no one outside the project or follow up projects will be allowed access to the original recordings.

1. **What are the possible disadvantages and risks of taking part?**

You should not find participation particularly stressful. If you find any aspect of participation uncomfortable, distressing or painful please notify the researcher and also inform them if you wish to stop.

1. **What are the possible benefits of taking part?**

Whilst there are no immediate benefits for those people participating in the project, it is hoped that this work will advance our understanding of human-computer interaction.

1. **What if something goes wrong?**

If you have any complaints about your participation, you should contact the Principal Researcher whose contact details are at the top of this sheet. You should make it clear whether your complaint relates to treatment by the researcher or some serious event that occurred during your participation.

If you feel your complaint has not been handled to your satisfaction by the Principal Investigator you can contact the Chair of the UCL Research Ethics Committee – [ethics@ucl.ac.uk](mailto:ethics@ucl.ac.uk)

1. **Will my taking part in this project be kept confidential?**

All the information that we collect about you during the course of the research will be kept strictly confidential. You will not be able to be identified in any ensuing reports or publications. Data will be pseudo-anonymised (identity removed) and stored on an encrypted device.

1. **Limits to confidentiality**

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.

1. **What will happen to the results of the research project?**

The primary use of results of the research project is in the preparation of a project report that forms the assessment of a Systems Engineering module. The results may also be used for publication in scientific journals or conference proceedings, but you will not be identified in any report or publication. Given the range of projects it is not possible to identify possible publication outlets in advance. Data collected during the course of the project might be used for additional or subsequent research.

1. **Data Protection Privacy Notice**

**Notice:**

The data controller for this project will be University College London (UCL). The UCL Data Protection Office provides oversight of UCL activities involving the processing of personal data, and can be contacted at [data-protection@ucl.ac.uk](mailto:data-protection@ucl.ac.uk). UCL’s Data Protection Officer can also be contacted at [data-protection@ucl.ac.uk](mailto:data-protection@ucl.ac.uk)***.***

Your personal data will be processed for the purposes outlined in this notice.

The legal basis that would be used to process your *personal data* will be performance of a task in the public interest.

The legal basis used to process *special category personal data* will be for scientific and historical research or statistical purposes/explicit consent.

***Your personal data will be processed so long as it is required for the research project***. If we are able to anonymise or pseudonymise the personal data you provide we will undertake this and will endeavour to minimise the processing of personal data wherever possible.

You have certain rights under data protection legislation in relation to the personal information that we hold about you. These rights apply only in particular circumstances and are subject to certain exemptions such as public interest (for example the prevention of crime). They include:

* The right to access your personal information;
* The right to rectification of your personal information;
* The right to erasure of your personal data;
* The right to restrict or object to the processing of your personal data;
* The right to object to the use of your data for direct marketing purposes;
* The right to data portability;
* Where the justification for processing is based on your consent, the right to withdraw such consent at any time; and
* The right to complain to the Information Commissioner’s Office (ICO) about the use of your personal data.

If you are concerned about how your personal data is being processed, or if you would like to contact us about your rights, please contact UCL in the first instance at [data-protection@ucl.ac.uk](mailto:data-protection@ucl.ac.uk).

If you remain unsatisfied, you may wish to contact the ICO. Contact details, and further details of data subject rights, are available on the ICO website at: <https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/>

1. **Who is organising the research?**

This research is organised by the UCL Interaction Centre (UCLIC) and the Department of Computer Science at University College London.

**16. Contact for further information**

The supervisor for this project is the principal researcher whose name and contact details are specified at the top of this sheet.

You will be given a copy of this information sheet and, if appropriate, a signed consent form to keep.

**Thank you for reading this information sheet and for considering taking part in this research study.**

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