Privacy policy for participants

[Title research project]

Dear participant,

You are going to participate in the research project [research project title] conducted by [name performing researcher] under the supervision of [name responsible researcher] at the University of [name university, department, research group, research school].

Before the research project can start, it is important that you take note of the procedures we will apply. Please read this brochure carefully. If anything is unclear, please do not hesitate to contact [name responsible researcher, e-mail.researcher@university.nl or phone number xxx-xxxxxxx] of the University of [name university].

**Purpose of the research project**

[Description of the research project, this should be understandable to non-experts, so avoid jargon].

[If it is necessary to 'mislead' participants slightly to prevent the information from influencing the outcome of the study, the following text can be used]. At this stage of the project, we cannot give further information about the factors we will investigate. You will receive more details after the experiment is completed.

**Instructions and procedure**

[Give a description of the procedure so that participants know what will happen, what exactly is expected of them, the questions that will be asked, will there be a publication, more measuring moments, research method, how long it will take, etc. Explain only what is intended, not what is not intended].

**1) Responsible researcher**

[name responsible researcher, e-mail@uni.nl] is the data controller for this study.

**2) GDRP compliance**

We process your personal data [specify type of data, specify particular category of data if relevant] on the basis of your consent (see consent statement), in accordance with the General Data Protection Regulation (AVG) and the General Data Protection Regulation Implementation Act (UAVG).

**3) Voluntary participation**

You are participating in this research project on a voluntary basis. This means that you are free to withdraw your consent without giving reasons. This does not affect you and you are not obliged to complete the procedures described earlier. You can decide to withdraw your consent at any stage of the study. If you decide to withdraw your consent, all information collected by the researcher up to that point will have been lawfully processed. The data collected up to the time of withdrawal of your consent may be used for research purposes. From the moment your consent is withdrawn, your data can only be processed in an anonymised form.

You can withdraw your consent by contacting [the data controller] mentioned under 1).

**4) Access to your data by third parties**

Your personal data will not be accessed by third parties without your explicit consent.

**5) Confidential treatment and storage of your personal dat**a

The information collected during this study will only be used for further analysis and publication in scientific journals. Your personal data will not be used in these publications, and we guarantee that you will remain anonymous under all circumstances in any published output, unless you explicitly consent to the sharing of your personal data.

The data collected during the study will be encrypted and stored separately from personal data. This personal data and the encryption key can only be accessed by members of the research staff. Anonymised data will be kept for a period of [standard period in the humanities is 10 years].

**6) Data subject request**

As a data subject, you have the right to make a request, and have access to the personal data processed about you. You can have your data corrected, erased or object to the processing of (certain) data. You can submit the request to [the controller] mentioned under 1).

**7) Discomfort, risk and insurance**

[describe any advantages and disadvantages of the study for the participant. Sample text at D3I:] The risks of participating in this research are no greater than in everyday situations at home. Previous experience with similar research has shown that participants experienced little or no discomfort. Standard liability insurance applies to all research at the University of [...].

**8) Compensation for participation**

[Compensation or a small gift may be given; please describe the type of compensation and indicate whether compensation is given based on participation in specific research phases, or whether it is released after the research is completed].

9. Further information

This research has been approved by the Ethics Committee of the Faculty [...] of the University of [...]. For complaints about the research project, please contact the secretary of the Ethics Committee of the Faculty [...] of the University of [...], (telephone number [XXXXXXXXXXXX]; e-mail [XXX.XXX@XXX.XX]).

Confidential treatment of your complaint is guaranteed. You also have the right to lodge a complaint about the handling of your personal data with the Data Protection Authority, in the Netherlands see www.autoriteitpersoonsgegevens.nl).