# Participant information sheet template

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| To capture informed consent, we give each participant an information sheet. An information sheet explains what the study is about, why we’re doing the research, what we’ll do with the data and their rights as a participant.  This template contains sample wording and guidance on what to include. Check and update any [text in square brackets].  [Browse our collection of user research templates and guides](https://github.com/essexcountycouncil/ur.templates-and-guides/)  [Give your feedback](https://forms.office.com/r/kCKSzv91SP) and help us improve this template. |

## Participant information sheet template

# Information for research participants

### What to expect

Thank you for your interest in taking part in our research. The session will take [duration of session] and will include:

* [briefly explain the activities that will take place during the session, such an informal interview or testing a website design]
* [use bullet points if the session includes more than one activity]

### What we are studying

[Describe the purpose of the research. For example: the information you provide will help us understand how and when you use essex.gov.uk. We want to understand the type of things that you would find useful to read about. We also have some ideas that we'd like to share with you to get your feedback. This will help us to make improvements to our website.]

### Joining the session online

Before the interview we will send you an email with the scheduled meeting time. This will include a link to the meeting. You do not need to download any software to take part. We recommend using a desktop computer or laptop with internet access to join the meeting.

### Session recordings

If you give us permission on your consent form, we will record the session using audio or video. A researcher will also observe and take notes during the session.

We store the information you provide securely. Once the project is finished, we delete your data and any recordings.

### Sharing the results

We will not include your name or personal details in any reports we share or publish. All your information will remain private.

With your permission, the only people who will be able to see the full recordings are:

* [state who will be able to view any recordings within the council, such as a specific internal teams or external partners]

We may also:

* share highlight recordings with the wider team
* make the findings from this research public so that others can use and learn from it

### Taking part is voluntary

Your participation is completely voluntary. You are free to change your mind about taking part at any time, before, during or after your session.

### Contact us

Email us at [shared team email address] if you have a question, would like more information about how we use your data, have changed your mind about participating in our research or would like to make a complaint.