

# INFORMATION SHEET - TEMPLATE

---

Template to guide the preparation of an information sheet to be distributed to participants to project activities. It provides background on research objectives.

Date: 07/01/2022

Version:V1

# How to use this INTERLINKER

This template guides the preparation of an information sheet that contains information about a co-production project to be handed out to participants engaged in project activities. It briefly explains the purpose of involving stakeholders, the type of input that is expected from them, how the collected data will be managed, protected and used, what rights participants have with respect to their data and how they can exert those rights.

Some parts of the information sheet can be tailored according to the specific event / activity / experiment the participants will be involved in, for example to list exactly the type of data that will be collected.

*A copy of the Information Sheet should remain with the participant.*

## **Are you looking for an example of an information sheet prepared for another project?**

An example of an information sheet prepared for the INTERLINK project is available for inspiration. See the INTERLINKER "Information sheet for the INTERLINK project".

# <YOUR PROJECT NAME> information sheet

## Invitation to participate

You are being invited to take part in the <YOUR PROJECT NAME> project. Before you decide to participate, 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 and discuss it with others if you wish. Ask the contact researcher or any other member of the study if there is anything that is not clear, or if you would like more information. Take time to decide whether you wish to take part. Thank you for reading this.

## What is <YOUR PROJECT NAME>?

<Insert here a brief description of the topic and objectives of your project .....>

The partners of <YOUR PROJECT NAME> collaborative project are: <Insert here a list of the main partners of your project .....>. Information about the project can be found on the web at <optional reference to information pages>.

## Do I have to take part?

It is up to you to decide whether or not to take part in the <YOUR PROJECT NAME> project. If you do decide to take part you will be given this information sheet to keep and be asked to sign a consent form and/or tick a check box to indicate your consent. You can withdraw at any time and for any reason without it affecting any benefits that you are entitled to and without negative consequences (right to be forgotten). We will guarantee easy access to your data (right of access) and the freedom to transfer them to another service provider (right to data portability). Your request will be met within one month (with extensions for some cases).

## What are the possible disadvantages or risks of taking part?

No risk is foreseen. You are only requested to be available to participate. All information provided will be treated with the highest confidence.

## What are the benefits of taking part?

With your participation, you will provide substantial support to achieve <YOUR PROJECT NAME> project main goals. You can contribute to the simplification of the e-services provided by public administrations and to changing for the better the way citizens and companies interact with their local or national authorities.

## What type of information will be sought from me and for which purpose?

- **Name and Surname:** this will allow us to keep record of the different stakeholders who participate in different research activities
- **e-mail:** this will allow us to invite you at further project activities or to send you updates on project results
- **your opinions, ideas or particular needs** related to a new or improved Public Service: this information will be used to produce more inclusive and effective public services and to study how the collaboration between different stakeholders works
- **your feedback** about the usability and effectiveness of digital tools that the INTERLINK project is developing to facilitate the production of Public Services: your input will help us shape more helpful support tools.
- **photos and videos** of the activities you will take part in: this multimedia material will be used to report to the European Commission and to the public about the stakeholders' engagement achieved within the funded project.

## 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. Your responses will be anonymized before the data is further processed. You will not be able to be identified in any publications. The results of this investigation may be published in reports, scientific journals or conferences and used in further studies, but it will not be possible to identify the source of the information. Nothing of the provided data will be handed out to third parties external to the project consortium. The authorization for the use and access to your information is valid until the end of the project, unless you decide to cancel it before. Your decision to whether or not to give your

authorization for the use and diffusion of the information provided by you is completely voluntary.

## **Who has ethically reviewed the project?**

The <YOUR PROJECT NAME> Ethics Advisory Board (EAB) is in charge of managing the ethics review of the project. It is competent to provide the necessary authorizations when the processing of personal data is part of the planned research, according to the following national and local ethics committees/data protection regulations and authorities: <insert here references to the relevant norms, like for example the Italian Data Protection Code - Legislative Decree no. 196/2003 and the subsequent Legislative Decree no. 101/2018 .....>.

## **Contact persons**

In case of any issue involving you in your role as a participant of this project and/or if you wish to make a complaint, you are invited to inform the <YOUR PROJECT NAME> consortium via email: <insert here a contact email address>.

## **Confirmation**

Your participation in this project is accepted on the basis that you freely and independently sign a consent form and/or tick a check box to indicate your consent, in order to authorize us to use the personal data you provide. Thank you for participating in the <YOUR PROJECT NAME> project. Your contribution is important for us.