COMP2811 UI SoC UoL Template for Research Participant Information Sheets v0.4

This is a template Participant Information Sheet which includes all essential information that you are obliged to provide to participants**.** It is recommended that you use the same section and sub-headings for your sheet(s) but you may add sections and change the order as appropriate for your study.

Important note: the information described in this template **should be adapted, where necessary,** including when participants are children, adults with learning difficulties or non-English speakers.

We have provided guidance notes in **purple** for you to consider, please ensure you **replace these** with your own text or delete sections if not appropriate to your project (e.g. DBS checks). In all the example text provided below you **must change the wording in purple** to reflect the details of your own specific project. **You should also delete this guidance section**.

You must ensure that the information you provide in this document matches with the statements in your consent form and the information listed in your data management plan.

Please ensure you **adjust the footer to the correct version number and date for your project**.

An example participant information sheet is included in **Appendix 1**. The corresponding example consent form can be found as Appendix 1 of the consent form template document for general studies.

Title of Research

Participant Information Sheet (PIS)

You are being invited to take part in a research study [**insert a brief description of the overall aim of the research and whether it will be for a degree**]. Before you decide whether to take part, it is important for you to understand why the research is being conducted and what it will involve. Please take time to read the following information carefully before deciding whether to take part, and discuss it with others if you wish. Please ask if there is anything that is not clear or if you would like more information. Thank you for taking the time to read this.

About the research

- **Who will conduct the research?**

Insert the name of the researcher(s), their School affiliation, The University of Leeds and name any other collaborating institutions (if appropriate).

- **What is the purpose of the research?**

Provide a brief and simple to understand explanation of what you, the researcher, are hoping to achieve by the research.

Provide a statement explaining how and why the participant was chosen and how many other participants you intend to recruit (if known).

- **Am I suitable to take part?**

You may wish to include information about any inclusion or exclusion criteria that are essential to participation.

- **Will the outcomes of the research be published?**

Provide details of anticipated outcomes and if participants will be informed of the findings or if they will be published in submitted work, academic journals, in a student thesis or online (i.e. blogs, websites or social media).

- **Disclosure and Barring Service (DBS) Check**

Provide a statement declaring that the researcher who may have access to children or vulnerable adults has undergone an appropriate level of DBS check (as determined by their School and obtained either via The University of Leeds or another external organisation).

If this section is not relevant to your research delete it.

- **Who has reviewed the research project?**

Indicate that the overall module project has been reviewed by The University of Leeds Research Ethics Committee and gained a blanket agreement for all student groups taking part.

- **Who is funding the research project?**

Details of external funding should be provided.

If there is no external funding then this section can be removed.

What would my involvement be?

- **What would I be asked to do if I took part?**

Describe what will happen to the participant during the research as well as what they will be expected to do and, specifically, where this will occur (location and venue). This should be laid out in order, as a participant 'journey' and also include details of any possible risks/benefits to the participant.

Provide details of the duration of the study (e.g. 3x ½ hour interviews; 1x 30 minute questionnaire etc) including how long in total the participant will be involved in the study (from consent to final visit). Remember to also include time for checking processes or taking part in follow up interviews or multiple processes. It may be helpful to include a flow chart or diagram here.

If the participant will require any form of support (such as from family members, friends or carers) during the course of their involvement this should be laid out in detail.

For Human Tissue Studies – provide the donor with detail of;

- *the samples to be collected, how, when and by whom as well as where samples will be stored and for how long*
- *whether there will be DNA analysis*
- *whether you will inform the clinical care team or GP of any abnormalities picked up from tests carried out on donor samples that may affect their health.*
- *whether you are seeking generic consent, ie, to retain the samples (including DNA) for use in future, ethically approved, research studies, which may include DNA analysis*
- *how you will dispose of the samples*
- *whether any samples in this study or future studies will be used in other countries such as U.S., will involve commercial organisations or the use of laboratory animals*

➢ **Will I be compensated for taking part?**

Provide a clear statement of payment arrangements for compensation for the participant's time and inconvenience and any out-of-pocket expenses or course credits, if applicable.

If no compensation will be offered, this must be clarified here.

➢ **What happens if I do not want to take part or if I change my mind?**

It is up to you to decide whether or not to take part. Give details here about how the participant should inform you whether they want to take part or not. If you do decide to take part you will be given this information sheet to keep and [will be asked to sign a consent form/will be asked to provide verbal consent/will be asked to tick a box to confirm consent]. If you decide to take part you are still free to withdraw at any time without giving a reason and without detriment to yourself. However, it will not be possible to remove your data from the project once it has been anonymised as we will not be able to identify your specific data. This does not affect your data protection rights. If you decide not to take part you do not need to do anything further.

For audio/video recordings you must explicitly state whether participants are free to decline the recording or whether it is essential to their participation in the study. You must also state that participants should be comfortable with the recording process at all times and they are free to stop recording at any time.

Data Protection and Confidentiality

➢ **What information will you collect about me?**

In order to participate in this research project we will need to collect information that could identify you, called "personal identifiable information". Specifically we will need to collect:

List the personal information (i.e. name, address, contact details, date of birth, ethnicity, record of consent, tissue samples) you will be collecting about the participant in bullet point format. This may also need to include details of their GP, care team or family member if there is a risk of potential disclosures.

For research including audio/video recordings you must state:

- what the recordings/photographs will consist of (e.g. voice only, facial features, full body, surrounding environment, other individuals, etc) and how they are obtained (e.g. during a focus group discussion, asking participants to take images or recordings of their lives, etc)
- Example: Recordings of your voice during the focus group discussion
- Example: Pictures that you take of your local community including the residents, buildings and any community events that are taking place.

- **Under what legal basis are you collecting this information?**

We are collecting and storing this personal identifiable information in accordance with UK data protection law which protect your rights. These state that we must have a legal basis (specific reason) for collecting your data. For this study, the specific reason is that it is "a public interest task" and "a process necessary for research purposes".

- **What are my rights in relation to the information you will collect about me?**

You have a number of rights under data protection law regarding your personal information. For example you can request a copy of the information we hold about you, including audio recordings or photographs.

If you would like to know more about your different rights or the way we use your personal information to ensure we follow the law, please consult our Privacy Notice for Research.

If using a hard copy version of the PIS with participants, you must ensure the full URL of the privacy notice is listed here or a hard copy is printed and appended with the information sheet.

If your research will involve those under 16 years of age or will be conducted in a language/format other than written English (i.e. British Sign Language), you may wish to consider using the simplified PIS template. There is also a simplified version of the privacy notice available.

- **Will my participation in the study be confidential and my personal identifiable information be protected?**

In accordance with data protection law, The University of Leeds is the Data Controller for this project. [If UoL is not the sole Data Controller this will need to be revised and the other data controller added and you should seek further advice from the UoL Information Governance Office regarding these arrangements] This means that we are responsible for making sure your personal information is kept secure, confidential and used only in the way you have been told it will be used. All researchers are trained with this in mind, and your data will be looked after in the following way:

Provide details of:

- What measures you will take to ensure confidentiality, such as providing participants with an assigned ID number only known to the research team (known as pseudonymised)*
- Whether the data will be fully anonymised (you won't be able to identify the participants) or pseudonymised (you have a key which would enable you to identify the specific participants if necessary).
- Specifically when data will become fully anonymised (e.g. key link broken for pseudonymised data) so that participants know the exact timeframe in which they can request that their data is withdrawn.

(For each description below you should be clear whether the data will be identifiable or anonymous.)

- Where data will be held and when/how it will be transferred between UoL and other sites or devices (including transcription services)
- How long data will be stored**
- If data are transferred outside the EU or to any cloud services, what will happen to the data at the end of the study
- If you will be sharing the data with any other organisation
- If you will be keeping data or contact details*** for use in future studies
- If you will be archiving the data in a repository

***For audio/video recordings or photographs you must state the following:**

- If the recordings will be used to create transcripts, state who will be performing the transcribing, for example a member of the research team, another UoL employee or a third party who is a UoL approved supplier. If they are another UoL employee, ensure they are reminded of the guidelines regarding confidentiality and ask them to sign a copy of the Confidentiality Agreement). If they are a third party they must be a UoL approved supplier as this ensures a confidentiality agreement is in place between their organisation and UoL.
- whether the personal identifiable information will be removed in the final transcript or not
- when and how the recordings/photographs will be destroyed or digitally altered to remove personal information (for example, by Pixellation / voice masking software).

- who will have access to the recordings/photographs (if different to the rest of the personal information).

If using **Zoom/Skype/Teams** to conduct your data collection then please ensure you add the following paragraph to the section related to **Confidentiality**:

Your participation in this research will be recorded in [Teams/Skype/Zoom] and your personal data will be processed by [Microsoft/Zoom]. This may mean that your personal data is transferred to a country outside of the European Economic Area, some of which have not yet been determined by the United Kingdom to have an adequate level of data protection. Appropriate legal mechanisms to ensure these transfers are compliant with the Data Protection Act 2018 and the UK General Data Protection Regulation are in place. The recordings will be removed from the above third party platform and stored on University of Leeds managed file storage as soon as possible following the completion of data collection.

If using Zoom, please also consult the FAQ's for more information on recordings.

****Important note:** UoL requires identifiable data to be anonymised as soon as the objectives of the project allow. The standard retention period for data once anonymised is 5 years unless funders or regulators have specified longer retention requirements.

***** **Reminder:** If you are intending to add their contact details to a database for future contact you must provide a mechanism for them to opt out of this in each communication and consider how many times you will contact them if they have not responded. You must also state for how long their information will be kept for this purpose.

General Example: The study team at The University of Leeds will have access to your personal information and they will anonymise it as soon as possible. Your name and any other identifying

information will be removed and replaced with a random ID number. The research team will have access to the key that links this ID number to your personal information. Your consent form will be retained for 5 years in a locked cabinet on UoL premises for audit purposes. With your consent, we would also like to retain your contact details for 5 years in order to provide you with a summary of the findings for this study and also to inform you about future studies that you may be interested in. If you provide consent for this, your details will be safely stored on UoL servers in a digital folder only accessible to the study team and used only for the purposes described above.

If sharing data (example):

When you agree to take part in a research study and with your informed consent, the information about you may be provided to researchers running other studies here or at other organisations. With your consent your anonymised information will be shared in order to support additional research in accordance with The University of Leeds Research Privacy Notice.

This information will not identify you and will not be combined with other information in a way that could identify you. The information will only be used for the purpose of X, and cannot be used to contact you regarding any other matter. It will not be used to make decisions about future services available to you.

For NHS REC studies, please refer to the UK Policy Framework for Health and Social Care Research instead of the Research Privacy Notice in the paragraph above.

****If you will be providing electronic vouchers as a form of compensation you must include the following:**

So that we can provide the shopping/Amazon voucher as a thank you for your time, your full name and email address will be shared with our Finance department who will send the voucher to you. Your full name and email address will be securely retained by Finance for a period of up to 7 years for audit purposes only and then destroyed. It will not be used for them for any other purpose.

If archiving (example):

At the end of the project we will deposit a fully anonymised dataset [e.g. including de-identified interview transcripts] in an open data repository where it will be permanently stored. We will use [name of repository and location (e.g. Figshare at the University of Leeds Library)]. Researchers at other institutions and others can access the anonymised data directly from the repository and use it for further research or to check our analysis and results.

Potential disclosures[1] (if not applicable please delete and also remove the corresponding consent point regarding breaking of confidentiality from the consent form/script):

If the nature of the study means that individuals outside of the research team may need to be provided with details about the participant's involvement in the study, this should be stated and also included in the **consent form. Examples include (but should be modified according to your study):**

- If, during the study, we have concerns about your safety or the safety of others, we will inform your GP/care team/family member.

[1] If you include this section you must also include the corresponding consent point regarding the breaking of confidentiality in your consent form/script.

- If, during the study, you disclose information about misconduct/poor practice, we have a professional obligation to report this and will therefore need to inform your employer/professional body.
- If, during the study, you disclose information about any current or future illegal activities, we have a legal obligation to report this and will therefore need to inform the relevant authorities.
- Individuals from the University, the site where the research is taking place and regulatory authorities may need to review the study information for auditing and monitoring purposes or in the event of an incident.
- A court can in exceptional circumstances order researchers to disclose confidential information that they have collected as part of research projects. If a court orders disclosure of information collected from you, confidentiality can no longer be maintained[2].

Please also note that individuals from The University of Leeds or regulatory authorities may need to look at the data collected for this study to make sure the project is being carried out as planned. This may involve looking at identifiable data. All individuals involved in auditing and monitoring the study will have a strict duty of confidentiality to you as a research participant.

What if I have a complaint?

You must include a way for the participants to contact someone if they have any complaints. If participants wish to direct their complaint to someone within the research team, they should be directed to yourself (or module staff for module projects) or **your supervisor (student projects)**.If they wish to direct their complaint to someone independent of the research team, this should be the RGEI Manager as listed below.

For international studies, it may be appropriate to provide details of a local contact who participants can speak with initially. However, you must also have a plan in place for how such complaints will be forwarded back to the research team and details of this should be included in your ethics application.

➢ **Contact details for complaints**

If you have a complaint that you wish to direct to members of the research team, please contact:
PROVIDE CONTACT DETAILS IN LARGE BOLD PRINT. Contact details must include email and telephone numbers; these contact points should be professional or project specific email and phone numbers not personal ones. Please ensure they are live contact points and that phone numbers have voicemail that is regularly checked.

UG, PGT and PGR STUDENTS CANNOT BE LISTED IN THE COMPLAINTS SECTION, THIS MUST ONLY BE THE SUPERVISOR(S)

[2] This paragraph should only be included in the PIS if there is a realistic risk that this could apply to the specific project and data collected. Effective, complete de-identification shortly after information has been collected will normally mean that court ordered disclosure should not be considered a risk to a promised of confidentiality. The only two reported cases where have ordered disclosure of confidential research information have both concerned stored extensive interviews collected from persons potentially involved in terrorist murders or attempted murders during the Troubles in Northern Ireland.

If you wish to make a formal complaint to someone independent of the research team or if you are not satisfied with the response you have gained from the researchers in the first instance then please contact

Faculty of Engineering and Physical Sciences research ethics committee (EPS FREC): EPSResearchEthics@leeds.ac.uk

You also have a right to complain to the Information Commissioner's Office about complaints relating to your personal identifiable information Tel 0303 123 1113

If using a hard copy version of the PIS with participants, you must ensure the full URL of the ICO's complaints procedure is listed here or a hard copy is printed and appended with the information sheet.

Contact Details

If you have any queries about the study or if you are interested in taking part then please contact the researcher(s) **PROVIDE CONTACT DETAILS IN LARGE BOLD PRINT. Contact details must include email and where possible, telephone numbers; these contact points should be professional or project specific not personal. Please ensure they are live contact details and phone numbers have voicemail that is regularly checked. This section MUST appear last on the PIS as it will be the first place participants look to locate your contact details.**

If your study involves face-to-face (in person) activities then you must also include the COVID section below. If your study does not involve these activities, then you do not need to include this section.

Appendix 1: Example PIS

Before and After: The Impact of COVID

You are being invited to take part in a research study looking at the impact of the COVID-19 pandemic on our lifestyles. Before you decide whether to take part, it's important for you to understand why the research is being conducted and what it will involve. Please take time to read the following information carefully before deciding whether to take part and discuss it with others if you wish. Please ask if there is anything that is not clear or if you would like more information.

Who is carrying out this research study?

Dr Scarlet O'hara and Mr Norbert Minion who are researchers in computer science at the University of Leeds.

What is the purpose of the study?

The COVID-19 pandemic forced us to make many changes to how we conduct our everyday lives, including what we do in our free time. We want to find out how significant these changes are and what improvements they have made to our lives as a result.

Am I suitable to take part?

We'd love to speak with you if you're:

- At least 16 years or older
- Happy to talk about your lifestyle both before and after the COVID-19 pandemic
- Have access to a computer, tablet or mobile phone with video and a stable internet connection (for the Zoom conversation)

What will I be asked to do if I take part?

Take part in a one-to-one online interview with either Scarlet or Norbert (your choice) to talk through your lifestyle both before and after the COVID-19 pandemic. The interview would last approximately 1 hour, take place using Zoom and can be arranged at a date and time that is convenient for you.

Will I be compensated for taking part?

Yes, you'll receive a £10 Love 2 Shop voucher (electronic) as a thank you for sharing your experiences.

What are the risks if I take part?

Although many people report a number of positive changes over the past 18 months, the pandemic impacted everyone differently and we recognise that this might include things that didn't go so well. In sharing your story with us, we will ask you about things that were difficult or made you feel sad. We will

also ask you about the impact on your family, friends, loved ones or pets. We understand that it might be difficult and potentially upsetting to talk about these things. If you begin to feel this way, we can take a break, arrange the interview for another time or stop altogether. You can also let us know if there's any questions or subject areas that you don't want to talk about.

Who has reviewed this study?

This undergraduate module project has been reviewed by the University of Leeds Research Ethics Committee.

Who is funding this study?

The Medical Research Council

What happens if I don't want to take part or change my mind?

It is up to you to decide whether or not to take part. If you would like to, then get in touch with Scarlet or Norbert using the contact details at the end of this information sheet. If you do decide to take part, you will be given this information sheet to keep and will be asked to sign a consent form. If you decide to take part, you are still free to withdraw at any time without giving a reason and without detriment to yourself. If you would like for us to delete the data that we have collected up until that point, we will do so. This does not affect your data protection rights. If you do decide not to take part, you do not need to do anything further.

Data Protection and Confidentiality

What information will you collect about me?

In order to participate in this research project we will need to collection information that could identify you, called 'personal identifiable information'. Specifically we will need to collect:

- Your name
- Contact details
- Gender
- Ethnicity
- Age
- Details about your household
- A recording of your voice and face (zoom conversation)

Under what legal basis are you collecting it?

We are collecting and storing this personal identifiable information in accordance with data protection law which protects your rights. These state that we must have a legal basis (specific reason) for collecting your data. For this study, the specific reason is that it is 'a public interest task' and 'a process necessary for research purposes'.

What are my rights in relation to the information that you will collect about me?

You have a number of rights under data protection law regarding your personal information. For example you can request a copy of the information we hold about you, including audio recordings.

If you would like to know more about your different rights or the way we use your personal information to ensure we follow the law, please consult our Privacy Notice for Research.

Will my participation in the study be confidential and my personal identifiable information be protected?

In accordance with data protection law, The University of Leeds is the Data Controller for this project. This means that we are responsible for making sure your personal information is kept secure, confidential and used only in the way you have been told it will be used. All researchers are trained with this in mind, and your data will be looked after in the following way:

The study team will store your identifying information (name and contact details) securely and separately from your study data. Your data will be marked with an ID number and not your name. The key for linking your ID number to your identity will be accessible only to the research team. Once all of the data has been analysed, we will destroy the key, anonymising your data. Your consent form (including your name and signature) will be retained separately for 5 years after the end of the study in a locked filing cabinet on University premises. We will also ask for your permission to keep your contact details on file and contact you about future studies that you might be interested in.

In order to ensure that we have an accurate record of our conversation, we need record it using the Zoom software. This may mean that your personal data is transferred to a country outside of the European Economic Area, some of which have not yet been determined by the United Kingdom to have an adequate level of data protection. Appropriate legal mechanisms to ensure these transfers are compliant with the Data Protection Act 2018 and the UK General Data Protection Regulation are in place. The recordings will be removed from the above third party platform and stored on University of Leeds managed file storage as soon as possible following the completion of data collection.

The recording will include both your voice (audio) and your face (video). If you prefer, you can disable your camera so that only your voice is recorded. We will use the recording of our conversation to make a transcript and once we have checked that the transcript is correct, the recording will be deleted. We will remove any information from the transcript that might identify you.

In accordance with the University of Leeds Research Privacy notice and with your consent, we would like to be able to share your anonymised data with other University of Leeds researchers who are doing studies similar to ours.

At the end of the project we would like to deposit a fully anonymised dataset in an open data repository where it will be permanently stored. We will use Figshare at the University of Leeds Library. Researchers at other institutions and others can access the anonymised data directly from the repository and use it for further research or to check our analysis and results.

Will the outcomes be published?

The outcomes will be reported at scientific conferences and in peer-reviewed journals but you won't be identifiable in any of these.

Potential Disclosures

If during our conversation you reveal any information which means you may be at risk of harming yourself or others, we will be required to break confidentiality in order to put you in touch with the correct support. This may involve signposting you to relevant support services, calling a family member or friend or calling emergency services.

Please also note that individuals from The University of Leeds or regulatory authorities may need to look at the data collected for this study to make sure the project is being carried out as planned. This may involve looking at identifiable data. All individuals involved in auditing and monitoring the study will have a strict duty of confidentiality to you as a research participant.

What if I want to make a complaint?

If you have a complaint that you wish to direct to members of the research team, please contact Scarlet or Norbert (lifeafterCOVID@leeds.ac.uk).

If you have any concerns with regard to the way your personal data is being processed or have a query with regard to this Notice, please contact our Data Protection Officer, Rebecca Messenger-Clark dpo@leeds.ac.uk

Our general postal address is University of Leeds, Leeds LS2 9JT, UK.

Our data controller registration number provided by the Information Commissioner's Office is Z553814X.

You also have a right to complain to the Information Commissioner's Office about complaints relating to your personal identifiable information Tel 0303 123 1113

What do I do now?

Contact Scarlet or Norbert if you have any questions or want to take part.

Scarlet O/Norbert Minion

Email:lifeafterCOVID@leeds.ac.uk

Phone: 0113-275-1111