

I confirm that the research is minimal risk , or that the only identified risk is collecting data outside the UK and that this has been fully addressed in A6, and that the application complies with the SOP	
Supervisor/PI	
Date	<i>Enter date application submitted to cs-ethicsadmin@cs.nott.ac.uk</i>

Section B. Information to be provided to research participants

PROJECT TITLE: [title of your user study]

1. The research
a) Aims and objectives of the research
As part of my degree I have [description of prototype being tested, e.g. "made a to-list app"], and I would like to get feedback about it and how it might be improved.
I am doing this as part of my [degree type and subject] degree at the University of Nottingham.
b) Funder information
N/A.
c) Governance
This research follow a standard protocol agreed by the School of Computer Science Research Ethics Committee (CS REC), SOP1.1 and has been reviewed by my project supervisor, [supervisor's name].

2. Taking part in the research
<i>Identify all that apply to your study; delete those that do not apply before giving this information to participants:</i>
This will take about [duration] minutes in total, and can be done [where and how, e.g. in-person (meeting at an agreed place on campus) or online (using Teams or Zoom)].
[Yes/No]: There will be an initial questionnaire which will ask about [brief summary of topic(s) to be covered in any initial questionnaire, or delete paragraph].
[Yes/No]: There will be an initial interview which will ask about [brief summary of topic(s) to be covered in any initial interview, or delete paragraph].
[Yes/No]: I will ask you to perform some simple tasks with [brief description of prototype being tested and how it will be accessed, e.g. "a to-list web app"].
During the tasks:
<ul style="list-style-type: none">• [Yes/No]: I would like you to [e.g. say what you are thinking, or delete paragraph].• [Yes/No]: I will use a screen capture tool to record how you are using [the prototype].• [Yes/No]: I will video record and/or take photos of [identify what if anything will be recorded or photographed].• [Yes/No]: I will make some notes you as you are using it.• [Yes/No]: The system will log data about [summarise any data logged].• [Yes/No]: I will ask you some question about [e.g. what you are doing and what your first impressions of the app are].

<p>[Yes/No]: There will be an follow-up questionnaire which will ask about [brief summary of topics to be covered in any follow-up questionnaire, or delete paragraph].</p> <p>[Yes/No]: There will be an follow-up/debrief interview which will ask about: [brief summary of topics to be covered in any follow-up interview, or delete paragraph].</p> <p>[Yes/No]: This will be audio recorded so that I can analyse and report the feedback accurately (anonymously) in my project dissertation.</p> <p>[Yes/No]: As a "thank you" for taking part you will [insert any compensation to be given, or delete paragraph].</p>

3. Risks of participation
a) Risks
<p>There is always a risk of unauthorised access to data.</p> <p>[NB, confirm that there are no other significant risks and then delete this prompt. If there are other risks then your application should be reviewed by the CS REC.]</p>
b) Mitigation of risks
<p>See section 5 for the measures we put in place to mitigate the risk of unauthorised access.</p>

4. Purpose of data processing
a) Data collected
<p>We collect the following categories of data during your participation in the research:</p> <p>[Copy and paste from Section A7 (data to be collected)]</p>
b) Specific purposes for which the data are processed
<p>Data collected during the research that identifies you may be:</p> <ul style="list-style-type: none"> Analysed to meet the aims and objectives described in Section 1. Reviewed and discussed in supervision sessions between researchers and their supervisors or in research meetings between members of the research team, including project partners. If audio recordings are collected during the research, these may be transcribed and anonymous quotations of your spoken words may be used in my written dissertation and associated presentations, as well as any future academic publications or presentations about my dissertation work. If visual images that identify you are collected during the research, they will be anonymised (e.g. faces blurred out) before being used in my written dissertation and associated presentations, or any future academic publications or presentations about my dissertation work.
c) Automated decision-making and profiling
<p>N/A.</p>
d) Legal basis for processing your data
<p>We collect personal data under the terms of the University of Nottingham's Royal Charter and in our capacity as a teaching and research body to advance education and learning. We thus process your data on the legal basis that our research is in the public interest, we have legitimate interests and / or that you consent to data processing in freely and voluntarily participating in our research activities.</p>

5. Storage and retention of your data
a) Data protection measures
<p>We put the following organisational and / or technical safeguards in place to protect your data and your identity to the best of our ability:</p> <ul style="list-style-type: none"> i) All data stored digitally will be encrypted and password protected and all physical data will be stored in a secure location. ii) You will only be identified by a participant code. iii) If video is collected but is not required (e.g. from recording an online session) then this will be deleted once the audio or transcript has been extracted. iv) Interview recordings will be transcribed and the original recordings deleted. v) Any identifying comments will be removed from the transcripts, notes and questionnaire responses before analysis. vi) If visual images that identify you are collected during the research, they will be anonymised (e.g. faces blurred out) before being used in reports or presentations.
b) Retention period
<p>Data protection law allows us to retain personal data for an indefinite period and use it in future for public interest, scientific or historical research purposes or statistical purposes, subject to the implementation of technical and organisational measures that safeguard your data, your legal rights and your freedoms. These safeguards include the storage measures described above to protect your data against unauthorised access, and de-identification (anonymisation or pseudonymisation) of your data wherever possible and practicable. Data that identifies or could identify you will not be made public without your consent.</p>

6. Third party recipients, services and data transfers
a) Project partners
Your data will not be shared with others
b) Third-party services
N/A.
c) Data transfers
<p><i>For data collection outside the UK only (See section A6); delete any that do not apply before giving this information to participant:</i></p> <p>[Yes/No]: Data from [identify data types] will be collected anonymously.</p> <p>[Yes/No]: Data from [identify data types] will be stored securely and anonymised before transfer to the UK (or equivalently secure cloud hosting in the EU).</p> <p>[Yes/No]: Data from [identify data types] will be transferred securely to the UK (or equivalently secure cloud hosting in the EU). <i>Note: ensure that this transfer is allowed, e.g. you should not transfer personal data out of the People's Republic of China.</i></p> <p>Subsequently,</p> <p><i>Identify whichever applies to your study; delete the one that does not apply before giving this information to participants:</i></p> <p>[Yes/No]: Your data will not be transferred outside the UK (or equivalently secure cloud hosting in the EU).</p> <p>[Yes/No]: During this project I will be working from [country other than the UK] and will access your data securely from there. Your data will not be transferred to any other country outside the UK (or equivalently secure cloud hosting in the EU).</p>

7. Your legal rights
<p>Data protection rights (Data Protection Act 2018)</p> <p>You have the right:</p> <ul style="list-style-type: none"> • To be informed about the collection and use of personal data (as per this document). • To access and receive a copy of your personal data, and other supplementary information, on request. • To object to and restrict data processing if you think we are not complying with data protection law, and to rectify inaccuracies. • To be forgotten, i.e., to have your personal data erased. • To data portability and to obtain your data in an accessible and machine-readable format if appropriate, or to transfer your data to another organisation if technically feasible. • To complain to about the way we process your personal data to our ethics committee (cs-ethicsadmin@cs.nott.ac.uk), our Data Protection Officer (dpo@nottingham.ac.uk) or the Information Commissioner's Office (https://ico.org.uk/make-a-complaint).*

8. Your ethical rights
<p>a) Right to withdraw</p> <p>You have the right to withdraw from the research at any time without explanation. You also have the right to request that your data be deleted if you do withdraw. Please note that I will begin amalgamating and writing up the study findings from [date]. At that point I may not be able to remove (all) your data so I cannot guarantee that I will be able to fulfil a request to withdraw</p>
<p>b) Handling of 'mixed' data</p> <p>If the data is 'mixed' data – i.e., if it involves other people (not including the researchers), e.g., a conversation or video of multi-party interaction – it cannot be deleted unless all parties request it. However, any mixed data involving you will be redacted wherever possible, with the exception of scientific works produced prior to your notification of withdrawal.</p>
<p>c) Withdrawal procedure</p> <p>If you wish to withdraw, please notify [student University email]</p> <p>If you do not receive confirmation of withdrawal from the research, please email my supervisor, [supervisor email], or cs-ethicsadmin@cs.nott.ac.uk</p>

9. Consent to participate	
<p>a) I consent to participate in the research and my signature or mark confirms the following:</p> <ul style="list-style-type: none"> • I understand the aims and objectives of the research • I understand what the research requires me to do • I accept the risks of participation • I understand what data will be collected and the purposes for which the data will be used 	<p>Signature or mark:</p>

* Our DPO's postal address is Data Protection Officer, Legal Services, A5 Trent Building, University of Nottingham, University Park, Nottingham NG7 2RD.

<ul style="list-style-type: none"> • I understand safeguards will be put in place to protect my data and my legal rights • I understand I will not be identified unless the use of identifiable data has been requested and I consent to it • I understand that I can withdraw at any time without explanation • I have been able to ask questions about the research, my participation, and my data and my questions have been answered satisfactorily • I agree to participate and my participation is voluntary 	
Name of participant(s)	
Date	
Witness <i>If participant(s) cannot sign</i>	<i>In signing I confirm the participant(s) named above have been fully informed about the research, have been able to ask questions, and consent freely.</i>