

# …………………… Workshop Informed consent form

## Purpose of this study

The purpose of this study is to ……………………………….

## What will happen in the workshop session?

The workshop will include conversations around ……………………………. Notes will be taken to document your opinions and actions during the session.

## Who is collecting this information?

The people facilitating the workshop with you today are user researchers from the Scottish Government.

## Your rights as a participant

Your participation in this study is voluntary.

* You may refuse to take part at any time.
* You may take a break at any time.
* You may ask questions at any time.
* Your answers are kept confidential.

## What will my information be used for and who will see it?

All information you provide will be anonymised so you will never be identified when we use this in the future. The anonymised information collected will be used to help us understand and improve……………………………. Only the User Research team and …………………………. will have access to your personal information you provided at this workshop.

## How will my information be stored and for how long?

Your information will be stored on a secure site that will have access only by the user research team and ….. This will be in a password protected area in a secure online area. We will hold your details for two years from the date you write below and then it will be deleted.

## Your agreement

Please sign this form if you consent to us collecting this data and recording the session. Also, please be aware the ideas, designs and services you see in the session are confidential. Please do not tell anyone else about the ideas, designs or services until they are made public. Please do not take away copies of any materials used in the session.

## THANK YOU!

**Your name:**

**Date:**

**Signature:**

Note: This consent form will be kept securely for 2 years