

**THE BARTLETT CENTRE FOR ADVANCED SPATIAL ANALYSIS**

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| |  |  |  |  | | --- | --- | --- | --- | | **Project title:** |  |  |  | | |  | | --- | | [INSERT HERE YOUR DISSERTATION TITLE] | | | | | | **Name of researcher:** |  | **Email:** | **Tel:** | | |  | | --- | | [STUDENT NAME] | |  | |  | | --- | |  | | |  | | --- | |  | | | **Name of Principal Researcher:** |  | **Email:** | **Tel:** | | |  | | --- | | [SUPERVISOR NAME] | |  | |  | | --- | |  | | |  | | --- | |  | | | **Data Protection Officer:**  Ms. Sonja Curtis |  | **Email:**  [casa-teaching@ucl.ac.uk](mailto:casa-teaching@ucl.ac.uk) |  | | **This study has been ethically reviewed and approved by University College London:**   |  | | --- | | [INSERT HERE YOUR RESEARCH ETHICS ID NUMBER] |   Reference: | | | | |

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| **Part 1 – Participant information** | | |
| **Thank you for considering participating in this study.** The study will take place on [INSERT DATE]. This information sheet outlines the purpose of the study, provides a description of your involvement and explains your rights as a participant, if you agree to take part. You will be given a copy of this information sheet. | |
|  | **What is the research about?** |
|  | The purpose of this research is to … [COMPLETE AS NECESSARY] |
|  | **Do I have to take part?** |
|  | It is up to you to decide whether or not to take part. You do not have to take part if you do not want to. If you do decide to take part, I will ask you to sign a consent form which you can sign and return in advance of the interview or sign at the meeting [ADAPT AS NECESSARY]. |
|  | **What will my involvement be?** |
|  | You will be asked about … [COMPLETE AS NECESSARY]  The interview will take approximately [XX] minutes, and it will be recorded. |
|  | **Will I benefit in any way from my participation in this study?** |
|  | Whilst there are no immediate benefits for participating in the project, it is hoped that your perspective and personal experiences will contribute to … [ADAPT AS NECESSARY]. |
|  | **Could my participation affect me in any negative way?** |
|  | The researcher will not ask personal questions that could make you feel uncomfortable, but the researcher could ask you questions regarding information that you may not want to share. You can decide not to answer any questions at any point of the interview [ADAPT AS NECESSARY]. |
|  | **How do I withdraw from the study?** |
|  | You can withdraw at any point of the study, without having to give a reason. If any questions during the interview make you feel uncomfortable, you do not have to answer them. Withdrawing from the study will have no effect on you. If you withdraw from the study, we will not retain the information you have given thus far, unless you are happy for us to do so. |
|  | **What will my information be used for?** |
|  | I will use the collected information for my dissertation … on / … at. |
|  | **Will my taking part and my data be kept confidential? Will it be anonymised?** |
|  | The records from this study will be kept as confidential as possible. Only myself and my supervisor will have access to the data files and any audio tapes. Your data will respect the chosen level of anonymity (to be selected below) – unless clearly authorised, your name will not be used in any reports or publications resulting from the study. All digital files, transcripts and summaries will be given codes and stored separately from any names or other direct identification of participants. Any hard copies of research information will be kept in locked files at all times. [ADAPT AS NECESSARY] |
|  | **How is this research funded?** |
|  | This research is funded by … [ADAPT AS NECESSARY]. |
|  | **How would we process your data securely?** |
|  | **All data will be collected and stored in accordance with the Data Protection Act 2018.**  The data controller for this project will be University College London (UCL). The UCL Data Protection Office provides oversight of UCL activities involving the processing of personal data and can be contacted at [data-protection@ucl.ac.uk](mailto:data-protection@ucl.ac.uk).  Your personal data will be processed for the purposes outlined in this notice. The legal basis that would be used to process your personal data will be performance of task in the public interest. |
|  | **What are my rights regarding data protection?** |
|  | **Your personal data will be processed so long as it is required for the research project.**  You have certain rights under data protection legislation in relation to the personal information that we hold about you. These rights apply only in particular circumstances and are subject to certain exemptions such as public interest (for example the prevention of crime). They include:   * The right to access your personal information; * The right to correct mistakes in your personal information; * The right to erase your personal data; * The right to stop the processing of your personal data; * The right to refuse the use of your data for marketing purposes; * The right to move, copy or transfer your data; * The right to withdraw such consent for processing your data at any time; and * The right to complain to the Information Commissioner’s Office (ICO) about the use of your personal data.   If you have any questions regarding this study, please contact me at … email / telephone or my supervisor at … email / telephone.  If you have any concerns or complaints regarding the conduct of this research or you wish to request a copy of the data held about you, please contact the department at the first instance via email at [casa@ucl.ac.uk](mailto:casa@ucl.ac.uk) or call at 020 3108 3876. |

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| **Part 2 – Participant consent form** | | |
| **Please complete this form** after reading the information sheet or after listening to the explanation of the purpose of this research and indicate whether you agree.You will be given a copy of this consent form*.*  **By ticking** a box below, you confirm that you understand and give consent to the respective element of the study. By leaving any boxes **unticked**, you indicate that you **do not** consent to that element of the study. | | |
| **1.** | I have read and understood the participant information sheet. |  |
| **2.** | I agree to participate in the above research by attending [ADAPT AS NECESSARY, e.g. a face-to-face interview/a focus group] as described on the Information Sheet. |  |
| **3.** | I understand that my participation is entirely voluntary and that I may withdraw at any time without giving a reason and with no consequences. |  |
| **4.** | I agree for the interview to be audio recorded (if you do not want your participation to be recorded, you can still take part in the study). |  |
| **5.** | I understand that I may see a copy of the interview transcript after it has been transcribed and agree any amendments with the researcher. |  |
| **6.** | Anonymity is optional for this research. Please select ONE from the following 3 options: |  |
|  | 1. I agree for my real name and role/affiliation to be used in connection with any words I have said or information I have passed on. |  |
|  | 1. I request that my comments are presented anonymously but give permission to connect my role/affiliation with my comments (but not the title of my position). |  |
|  | 1. I request that my comments are presented anonymously with no mention of my role/affiliation. |  |
| **7.** | I understand the data from this project will be considered for repository in the UCL Open Access repository (with the selected level of anonymity). |  |
| **8.** | I understand that I can contact the student who interviewed me or the supervisor at any time using contact details above. |  |
| **9.** | I understand that my personal data may be transferred to the European Economic Area (EEA) [ONLY IF APPLICABLE] and it will comply with the Data Protection Act 2018. |  |
| |  |  |  | | --- | --- | --- | | **Participant name:** | **Date:** | **Signature:** | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | | **Researcher name:** | **Date:** | **Signature:** | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | | | |