**{project\_title}**

**Participant Information Sheet**

You are being invited to take part in this research study. Before you decide it is important for you to read this leaflet so you understand why the study is being carried out and what it will involve.

Reading this leaflet, discussing it with others or asking any questions you might have will help you decide whether or not you would like to take part.

What is the Purpose of the Study

{purpose}

**Why have I been invited?**

{participant\_description}

Do I have to take part?

No. It is up to you whether you would like to take part in the study. I am giving you this information sheet to help you make that decision. If you do decide to take part, remember that you can stop being involved in the study whenever you choose, without telling me why. You are completely free to decide whether or not to take part, or to take part and then leave the study before completion.

Please note, that if you withdraw:

{withdraw}

What will happen if I take part?

*{participant\_task}*

What are the possible disadvantages of taking part?

*{participant\_disadvantages}*

What are the possible benefits of taking part?

*{participant\_advantages}*

Will my taking part in this study be kept confidential and anonymous?

*Yes. Your name will not be written on any of the data we collect; the written information you provide will have an ID number, not your name. Your name will not be written on the recorded interviews, or on the typed up versions of your discussions from the interview, and your name will not appear in any reports or documents resulting from this study. The consent form you have signed will be stored separately from your other data. The data collected from you in this study will be confidential. The only exception to this confidentiality is if the researcher feels that you or others may be harmed if information is not shared.*

How will my data be stored, and how long will it be stored for?

*E.g. All paper data, including the questionnaires, the typed up transcripts from your interview and your consent forms will be kept in locked storage. All electronic data; including the recordings from your interview, will be stored on the University U drive, which is password protected. All data will be stored in accordance with University guidelines and the Data Protection Act (2018).*

*You should also inform participants how long personally identifiable data will be stored for. This should be as little as possible, as per the principles of ‘data minimisation’. The University has* retention schedules *for different categories of data, and you should follow these as a basis, unless the funder stipulates a different period of retention. Though a funder may expect data to be retained for a longer period, and in many cases made accessible on a data repository, this will almost always be anonymised data rather than personally identifiable data.*

What categories of personal data will be collected and processed in this study?

{data\_identifiable}, {data\_nonidentifiable}

**What is the legal basis for processing personal data?**

Processing of this data is necessary for scientific research purposes.

Who are the recipients or categories of recipients of personal data, if any?

*The data collected in this study will be processed by the named student researcher, and will be available to their project supervisor and the module tutor.*

*{#thirdparty}*

*We may make use of approved third party automated tools in the transcription of this data. These organizations adhere to Northumbria University’s high standards for data projection and security.*

*{/}*

What will happen to the results of the study and could personal data collected be used in future research?

*In rare cases, the general findings might be reported in a scientific journal or presented at a research conference, however the data will be anonymized and you or the data you have provided will not be personally identifiable, unless we have asked for your specific consent for this beforehand.*

*The findings may also be shared with other organizations/institutions that have been involved with the study. We can provide you with a summary of the findings from the study if you email the researcher at the address listed below.*

**Who is Organizing and Funding the Study?**

*This project is organised by Northumbria University, within the KV6013 Undergraduate Individual Project module.*

**Who has reviewed this study?**

The research project, has been approved under the Module Level ethics approval sought for KV6013 in Northumbria University’s Ethics Online system. It has been reviewed in order to safeguard your interests, and have granted approval to conduct this study.

**What are my rights as a participant in this study?**

A right of access to a copy of the information comprised in their personal data (to do so individuals should submit a Subject Access Request); a right in certain circumstances to have inaccurate personal data rectified; and a right to object to decisions being taken by automated means.

If you are dissatisfied with the University’s processing of personal data, you have the right to complain to the Information Commissioner’s Office. For more information see [the ICO website](http://www.ico.org.uk/).

**Contact for further information:**

**This project is being conducted by {student\_name} within the context of a student project in module KV6013.**

**They can be contacted at:**

**{email}**

**For other queries, contact the module tutor (ethics approval holder for the module):**

**tom.bartindale@northumbria.ac.uk**

**Name and contact details of the Records and Information Officer at Northumbria University:** [**dp.officer@northumbria.ac.uk**](mailto:dp.officer@northumbria.ac.uk)

***You can find out more about how we use your information at:*** [***www.northumbria.ac.uk/about-us/leadership-governance/vice-chancellors-office/legal-services-team/gdpr/gdpr---privacy-notices/***](file:///C:\Users\glkw7\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\9LGTAO4U\www.northumbria.ac.uk\about-us\leadership-governance\vice-chancellors-office\legal-services-team\gdpr\gdpr---privacy-notices\)

***or by contacting a member of the research team***