**Goldsmiths Information Sheet: Sample Template**

**This is for guidance only, and should be tailored to your particular study. You MUST, however, include contact details and the Data Protection Privacy Notice.**

This template draws on [UK Data Service](https://www.ukdataservice.ac.uk/manage-data/legal-ethical/consent-data-sharing/consent-forms) guidance, and templates provided by UCL and Oxford Brookes.

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**Participant Information Sheet for [*insert target group*]**

**Title of the research study: A System to Develop Smarter Gyms & Improve User Experience In The Gym Through NFC Technology**

Name, department, phone, email of the researcher(s): Thomas McAloon, Computing, 07539255355, tmcal001@gold.ac.uk

### **Invitation paragraph**

You are being invited to take part in a research study. Before you decide whether to take part, it is important for you to understand why the research is being done and what it will involve. Please take time to read the following information carefully.

### **What is the purpose of the study?**

The purpose of this study is to develop a web-based fitness application that makes use of NFC technology. The project aims to make the gym app experience more convenient for the user. The study will also assess which is more convenient for a user, NFC technology vs QR Scanning.

The interview/questionnaire will contribute in the development and evaluation of an undergraduiate dissertation/software project.

### **Why have I been invited to participate?**

You have been invited to participate because your opinion and feedback are valuable to the project. We want to hear your thoughts and ideas about a particular experience so that we can make improvements build upon what you believe.

### **Do I have to take part?**

It is entirely up to you to decide whether or not to take part. If you decide to do so, you will be given this information sheet to keep and will be asked to give your consent.

**Can I withdraw from the study?**

You can withdraw from the study at any time without giving a reason. If you do decide to withdraw from the study, you will be asked what you want to happen to data you have provided up to that point, but please note that after 16/12/2022 anonymised data can no longer be removed from the study.

### **What will happen if I take part?**

Each time you begin a workout routine, you will be expected to use the app and record your workout. There is no maximum to the number of workouts you do, however, at least once a week will be expected. The study will last 4 weeks.

### **What are the possible disadvantages and risks of taking part?**

There should not be any disadvantages or risks of taking part as you will continue your workout routine as normal. As long as you are cautious with how you work out already, this study should be completely safe.

### **What are the possible benefits of taking part?**

As the project hopes to build a tailored and convenient gym experience, you may find the study will make your workout efficient and optimised.

### **Will what I say in this study be kept confidential?**

The information that will be collected will be information on your workouts. Also, the number of times the app is used over the study in addition to how the app is used. All information collected about you will be kept strictly confidential (subject to legal limitations). Confidentiality, privacy, and anonymity will be ensured in the collection storage and publication of research material. You will not be able to be identified in any ensuing reports or publications. Data from the whole study may be collected into *anonymised datasets*, in which no individual can be identified. De-anonymisation is the process of taking anonymous data and using it to identify individuals. This is done by using a combination of data sources and techniques, such as data mining, linking, and pattern recognition. These datasets may be retained indefinitely in central data repositories [Goldsmiths Research Online, UK Data Archive], for the benefit of future research. You will be given the choice whether you would like to remain anonymous throughout the study and with data given to the study.

**Limits to confidentiality**

Confidentiality will be respected subject to legal constraints and professional guidelines.

Please note that assurances on confidentiality will be strictly adhered to unless evidence of wrongdoing or potential harm is uncovered. In such cases Goldsmiths may be obliged to contact relevant statutory bodies or agencies.

**Use of deception**

Research designs often require that the full intent of the study cannot be explained prior to participation. Although we have described the general nature of the tasks that you will be asked to perform, the full intent of the study will not be explained to you until after the completion of the study [at which point you may withdraw your data from the study].

**What will happen to the results of the research study?**

The results of the research study will be published in a undergraduate dissertation, which will be submitted to Goldsmiths, University of London.

### **Who is organising and funding the research?**

By a Departmental Ethics Committee or by the Research Ethics and Integrity Sub-Committee, Goldsmiths, University of London

**What if something goes wrong?**

### *If you have any concerns about your participation or about the study in general, you should first contact [the principal researcher or supervisor] (listed above). If you feel your complaint has not been satisfactorily handled, you can contact the Chair of the Goldsmiths Research Ethics and Integrity Sub-Committee via Research Services (020 7919 7770,* [*reisc@gold.ac.uk*](mailto:reisc@gold.ac.uk)*).*’

**Closing paragraph**

### ‘*Thank you for reading this information sheet and for considering whether to take part in this research study.*’

The Participant Information Sheet must include the following Data Protection Privacy Notice in its entirety

**Data Protection Privacy Notice**

**The General Data Protection Regulation [GDPR] and Goldsmiths Research: guidelines for participants**

Please note that this document does not constitute, and should not be construed as, legal advice. These guidelines are designed to help participants understand their rights under GDPR which came into force on 25 May 2018.

**Your rights as a participant (data subject) in this study**

The updated data protection regulation is a series of conditions designed to protect an individual's personal data. Not all data collected for research is personal data.

Personal data is data such that a living individual can be identified; collection of personal data is sometimes essential in conducting research and GDPR sets out that data subjects should be treated in a lawful and fair manner and that information about the data processing should be explained clearly and transparently. Some data we might ask to collect falls under the heading of **special categories data**. This type of information includes data about an individual’s race; ethnic origin; politics; religion; trade union membership; genetics; biometrics (where used for ID purposes); health; sex life; or sexual orientation. This data requires particular care.

Under GDPR you have the following rights over your personal data[[1]](#footnote-1):

* ***The right to be informed***. You must be informed if your personal data is being used.
* ***The right of access***. You can ask for a copy of your data by making a ‘subject access request’.
* ***The right to rectification.*** You can ask for your data held to be corrected.
* ***The right to erasure***. You can ask for your data to be deleted.
* ***The right to restrict processing***. You can limit the way an organisation uses your personal data if you are concerned about the accuracy of the data or how it is being used.
* ***The right to data portability***. You have the right to get your personal data from an organisation in a way that is accessible and machine-readable. You also have the right to ask an organisation to transfer your data to another organisation.
* ***The right to object***. You have the right to object to the use of your personal data in some circumstances. You have an absolute right to object to an organisation using your data for direct marketing.
* ***How your data is processed using automated decision making and profiling***. You have the right not to be subject to a decision that is based solely on automated processing if the decision affects your legal rights or other equally important matters; to understand the reasons behind decisions made about you by automated processing and the possible consequences of the decisions, and to object to profiling in certain situations, including for direct marketing purposes.

Please note that these rights are not absolute and only apply in certain circumstances. You should also be informed how long your data will be retained and who it might be shared with.

**How does Goldsmiths treat my contribution to this study?**

Your participation in this research is very valuable and any personal data you provide will be treated in confidence using the best technical means available to us. The university's legal basis for processing your data[[2]](#footnote-2) as part of our research findings is a "task carried out in the public interest". This means that our research is designed to improve the health, happiness and well-being of society and to help us better understand the world we live in. It is not going to be used for marketing or commercial purposes.

In addition to our legal basis under Article 6 (as described above), for **special categories data** as defined under Article 9 of GDPR, our condition for processing is that it is “necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes”.[[3]](#footnote-3)

If your data contributes to data from a group then your ability to remove data may be limited as the study progresses, when removal of your data may cause damage to the dataset.

**You should also know that you may contact any of the following people if you are unhappy about the way your data or your participation in this study are being treated:**

Goldsmiths Data Protection Officer – [dp@gold.ac.uk](mailto:dp@gold.ac.uk) (concerning your rights to control personal data).

* Chair, Goldsmiths Research Ethics and Integrity Sub-Committee - via [reisc@gold.ac.uk](mailto:reisc@gold.ac.uk), REISC Secretary (for any other element of the study).
* You also have the right to lodge a complaint with the Information Commissioner’s Office at <https://ico.org.uk/make-a-complaint/>

*This information has been provided by the Research Ethics and Integrity Sub-Committee with advice from the Research Services and Governance and Legal Teams.*

*Version: 13 August 2018*

1. https://ico.org.uk/your-data-matters/ [↑](#footnote-ref-1)
2. GDPR Article 6; the six lawful bases for processing data are explained here: https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/ [↑](#footnote-ref-2)
3. Article 9 of the GDPR requires this type of data to be treated with great care because of the more significant risks to a person’s fundamental rights and freedoms that mishandling might cause, eg, by putting them at risk of unlawful discrimination. [↑](#footnote-ref-3)