**Participant Information Sheet**

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| **Title of Project** |  |
| **Researcher/Department name and contact details** |  |
| **University contact details** | York St John University, Lord Mayors Walk, YorkYO31 7EX. Tel: 01904 624624 |

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| **Part 1: Project Details** |
| **Introduction** | *This section should introduce the researcher to the participant and give a brief overview of the project.* |
| **What is the purpose of the project?** | *This section should include the aims of the project, the reason for it and what it is trying to achieve.* |
| **What can I expect?** | *Provide details of exactly what will be expected of the participant.* |
| **Why have I been asked to take part?** | *This should explain the types of participants that are needed to take part in the project and why.*  |
| **Is taking part voluntary?** | *Explain that it is the participant’s decision to take part in the research is voluntary and that refusing to participate or withdrawing participation will not affect any other aspects of the way a person is treated.* |
| **Are there any risks?** | *This should explain any potential risk, any burdens imposed and any specific preparatory requirements (e.g. special diet, exercise). If there are no risks involved, this section should be removed.* |
| **What information will be collected?** | *Explain what information is being collected, then specify which of the information includes personal or identifiable data. If personal information is being obtained from sources other than the data subject, explain clearly what the source is and what data is being collected.* |
| **Who will have access to the information?** | *This section should provide information on the confidentiality and anonymity of the participants. If there is a reasonable possibility that a participant may disclose information that you cannot keep confidential (e.g. disclosures of serious, imminent harm), then include the limits to confidentiality here also. If personal information will be shared with any individuals or organisations outside the University, details of the external recipients should be provided. If personal information will be processed outside of the UK, details of the processing should be provided, including the countries involved.* |
| **Where will the information be stored?** | *Explain how the data will be stored, including details of location, formats, software, hardware and any other relevant information.* |
| **How long will the information be retained?** | *Explain how long you intend to keep the data. Personal information should only be retained for as long as it is necessary. Anonymous research data can be retained indefinitely by depositing it in a suitable data repository.* |
| **Ethical information** | *If the study was granted ethical approval by the York St John Ethics Committee, include a statement of this and reference number. If not, this section can be removed.* |
| **What happens next?** | *Explain how and when the participant will hear from you and clearly define the timescales of the study.* |

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| **Part 2: Privacy Notice** |
| All personal information gathered and held by York St John University (detailed in Part 1 of this Participant Information Sheet) is treated with the care and confidentiality required by the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. For the purposes of processing your personal information, the data controller is York St John University. The University’s Data Protection Officer is the University Secretary and Registrar. |
| **Legal basis for processing your information** | *Please refer to the lawful basis guidance at* [*https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/lawful-basis/a-guide-to-lawful-basis/*](https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/lawful-basis/a-guide-to-lawful-basis/) *- you should cite one of the six Article 6 lawful bases for processing personal data.* |
| **Additional condition for processing special category data** | *Please refer to the special category guidance at* [*https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/lawful-basis/a-guide-to-lawful-basis/special-category-data/*](https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/lawful-basis/a-guide-to-lawful-basis/special-category-data/)*. If you are processing data which is classified under the UK GDPR as “special category data”, you should cite one Article 9 Condition alongside your lawful basis (above).* |
| **Additional condition for processing criminal conviction/offence data** | *Please refer to the criminal offence data guidance at* [*https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/lawful-basis/a-guide-to-lawful-basis/criminal-offence-data/*](https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/lawful-basis/a-guide-to-lawful-basis/criminal-offence-data/)*. If you are processing criminal offence data, there are a number of conditions which need to be met.* |
| **Your rights in relation to personal data** | Under the GDPR, you have a right to:* be kept informed as to how we use your data;
* request a copy of the data we hold about you via a Subject Access Request;
* update, amend or rectify the data we hold about you;
* change your communication preferences;
* ask us to remove your data from our records;
* object to or restrict the processing of your information
* raise a concern or complaint about the way in which your information is being used.
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| **Any questions of concerns?** | If you have any questions or concerns about the way we are collecting and using your personal data we request that you contact the University by emailing: gov.compliance@yorksj.ac.uk. You also have the right to complain to the Information Commissioner's Office (ICO) about the way in which we process your personal data. Details can be found at: <https://ico.org.uk>. |

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| **Part 3: Participant Consent** | **Yes** | **No** |
| **(3a) I have read and understood the project details and have been able to ask questions about the project and my questions have been answered to my satisfaction.** |  |  |
| **(3b) I consent voluntarily to be a participant in this project and understand that I can refuse to answer questions and I can withdraw from the project at any time, without having to give a reason.** |  |  |
| **(3c) I understand what the information I provide will be used for, how it will be stored and how long it will be retained.** |  |  |
| **(3d) I give my permission for the information specified in (3e) to be retained by the University after the project has ended so that it can be used for future research and learning.** |  |  |
| **(3e) Information to be retained** | *Explain which information collected from the participant the University intends to retain for future research and learning.* |
| **Name of Participant** |  |
| **Signature** |  |
| **Date** |  |

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| If you have any concerns, or a complaint regarding this research, please contact our independent chair ENTER NAME at York St John University. E-mail: ENTER EMAIL ADDRESS[Please enter your independent chairs name and email address which can be found [here](https://www.yorksj.ac.uk/policies-and-documents/research/ethics-and-integrity/resources-and-downloads/) under ‘Working with participants’]If you have any questions or concerns about the way we are collecting and using your personal data, please contact the University by emailing: gov.compliance@yorksj.ac.uk  |