**Information about participation in**

**<…list title of the study here, max. 1 line, which must be identical to that in the declaration of consent…>**

* *You are required to read the* [*Instructions on Ethics and GDPR*](https://fetc-gw.wp.hum.uu.nl/wp-content/uploads/sites/336/2021/11/FETC-GW-Instructie-Ethiek-en-AVG-versie-1.0_12nov2021.pdf) *and the* [*Guidelines on Informed Consent*](https://fetc-gw.wp.hum.uu.nl/wp-content/uploads/sites/336/2021/11/FETC-GW-Richtlijnen-voor-geinformeerde-toestemming-bij-wetenschappelijk-onderzoek-versie-1.0_12nov2021-1.pdf) *before you draw up the documents for informed consent.*
* *Please pay close attention to the language used throughout the information letter. The letter should be easy to understand for everyone in your target group. Consent obtained by way of an incomprehensible information letter will not be lawful!*

# Introduction

* *Specify that the participant is being asked to take part in scientific research. Specify the location(s) where the study will be conducted.*

# What is the background and purpose of the study?

* *Give a short description of the research project in plain language.*
* *If your study is (wholly or partly) funded by external parties, you must specify who the funding party is, unless there is a real and demonstrable likelihood that providing this information will affect the results of your study.*

# Who will be carrying out the study?

* *Give a description of the research team.*
* *Specify who is the data controller for the study (including a PhD holder with final responsibility for the study, such as a supervisor). You must provide an email address.*

# How will the study be carried out?

* *Explain the process for everyone involved in the research (i.e. participants, informants, observers and/or interviewees (method).*
* *Explain how long the study will take for them (time investment, time per session, duration of focus group, etc.).*
* *Non-didactic research: explain what exactly is expected of them (the burden and risks of participation).*
* *Will the participants be compensated and if so, for what, how much and in what form (e.g. reimbursement of travel expenses / other expenses)?*

# What will we do with your data?

* *This should be based on your data management plan. As of 1 January 2021, drawing up a data management plan is mandatory for staff at the Faculty of Humanities, see:* [*https://intranet.uu.nl/en/news/news-items/new-faculty-data-management-policy*](https://intranet.uu.nl/en/news/news-items/new-faculty-data-management-policy%20)*.*
* *Based on your data management plan, describe the types of data you will be collecting from participants: e.g. will audio or video recordings be made?*
* *For each type of data, describe how long their data will be retained (at least 10 years, see:* [*https://www.uu.nl/sites/default/files/university\_policy\_framework\_for\_research\_data\_utrecht\_university\_-\_january\_2016.pdf*](https://www.uu.nl/sites/default/files/university_policy_framework_for_research_data_utrecht_university_-_january_2016.pdf)*) and in what form (i.e. as ‘raw data’ or in a form that makes the data unidentifiable [anonymised/pseudonymised]).* *For more information on pseudonymisation and anonymisation, see:* [*https://www.uu.nl/en/research/research-data-management/guides/handling-personal-data*](https://www.uu.nl/en/research/research-data-management/guides/handling-personal-data) [*or take the ‘Handling Personal Data’ workshop.*](https://www.uu.nl/en/research/research-data-management/training-workshops/handling-personal-data-in-research) *Explain what pseudonymisation means. You may also use the term ‘coding’ instead of ‘pseudonymising’, as that is a more widely known term.*
* *If you collaborate with an external company or external organisation, you must specify this. In that case, you should always contact* *privacy.gw@uu.nl* *before you start with your research.*
* *Describe what data you intend to share with third parties, with whom and in what way. For further information, see:* [*https://www.uu.nl/en/research/research-data-management/guides/informed-consent-for-data-sharing#dosdonts*](https://www.uu.nl/en/research/research-data-management/guides/informed-consent-for-data-sharing#dosdonts)

# What are your rights?

* *You must specify that you will be collecting and processing data on the basis of participants’ consent.*
* *Explain that participation is voluntary.*
* *Inform participants that they can withdraw their consent (at any time and without stating reasons), but that the data processing that has taken place until the time of withdrawal will remain legally valid and that we will not be required to undo this processing. Please remember that withdrawing consent should be as easy as giving it.*

*Please find an example below.*

Participation is voluntary. We are only allowed to collect your data for our study if you consent to this. If you decide not to participate, you do not have to take any further action. You do not need to sign anything. Nor are you required to explain why you do not want to participate. If you decide to participate, you can always change your mind and stop participating at any time, including during the study. You will even be able to withdraw your consent after you have participated. However, if you choose to do so, we will not be required to undo the processing of your data that has taken place up until that time. The research data we have obtained from you up until the time when you withdraw your consent will be erased.

# Approval of this study

* *State that the participant can submit privacy-related questions or complaints to the Data Protection Officer of Utrecht University (privacy@uu.nl).*
* *Also mention that the participant has the right to submit a complaint with the Dutch Data Protection Authority (*[*https://www.autoriteitpersoonsgegevens.nl/en*](https://www.autoriteitpersoonsgegevens.nl/en)*).*

If you have any complaints or questions about the processing of personal data, please send an email to the Data Protection Officer of Utrecht University: privacy@uu.nl). The Data Protection Officer will also be able to assist you in exercising the rights you have under the GDPR. Please also be advised that you have the right to submit a complaint with the Dutch Data Protection Authority (<https://www.autoriteitpersoonsgegevens.nl/en>).

# More information about this study?

* *The name and email address of the researcher (including a PhD holder with final responsibility, such as a supervisor) must be provided to enable participants to ask questions and obtain additional information before, during and after the study. If you have set up a specific website for your study, it is advisable to refer to that website.*

# Appendices:

* *You must explicitly name all the appendices in the letter. All the appendices, including the declaration of consent, are part of the information provided to the participant.*