* Please note that you can only use this template if the participant is identifiable from the data, and the data are therefore not anonymous.
* If the participant cannot be identified in any way from the data, you need to use the IL\_online\_questionnaire\_anonymous.
* 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!
* Although the following items must be included, you do not need to include the headings.

**Welcome to the online questionnaire for the study <name of study>!**

# Introduction

* *Specify that the participant is being asked to take part in a* ***non-anonymous*** *online scientific study.*

# 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 ultimate responsibility for the study, such as a supervisor). You must provide an email address.*

# How will the study be carried out?

* *Explain how long the study will take for the participants.*
* *Will the participant be compensated for their time and effort and if so, for what, how much and in what form (e.g. reimbursement of travel expenses / other expenses)?*
* *In the case of recruitment, e.g. through Amazon Mechanical Turk or Prolific, the participant must be informed of the consequences if they decide to withdraw from the experiment. For example, the participant will only be paid when they complete the experiment.*

# 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 all members of staff of 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)*.*
* *Based on your data management plan, describe the types of data you will be collecting from participants: will the study include open questions or only multiple choice questions?*
* *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. 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*](mailto:privacy.gw@uu.nl) *before you start 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.*
* *Specify how they can submit a complaint or ask questions.*

*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. If you decide to participate, you can always change your mind and stop participating at any time, including during the study. Please note that this may affect your reimbursement; please see above. 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 or anonymised, so that you can no longer be identified from this data.

# Complaints about this study

*Please find an example below.*

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](mailto: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 ([www.autoriteitpersoonsgegevens.nl/en](\\\\soliscom.uu.nl\\uu\\data\\GW\\Algemeen\\FETC-GW\\FETC_GW_documenten\\Standaarddocumenten\\Briefpapier\\Herziening_zomer_2021\\EN\\Vertaald met aantekeningen Koen en Leon\\www.autoriteitpersoonsgegevens.nl\\en)).

# More information about this study?

* *The name and email address of the researcher (PhD researcher with ultimate responsibility) must be provided to enable participants to ask questions and obtain additional information before, during and after the study.*

# Consent

*⃝* Yes, I have read and understood the information provided above and I consent to my answers being used for the purposes of scientific research as described above.

NB: you must ensure that the participant cannot continue if they have not ticked the box!