* Please note that you can only use this template if the participant cannot be identified in any way from the data!
* If a participant is identifiable from the data, e.g. through a code or because you know who is participating in the study, you may not use this template and you must provide the participant with the *IL\_online\_questionnaire\_NON-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 an* ***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>.*
* *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 the participant’s 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)*). For more information on anonymous data, 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 attend the ‘Handling Personal Data’ workshop.*
* *If you collaborate with an external company or external organisation, you must specify this partnership. In these types of cases, always contact* *privacy.gw@uu.nl* *first 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.*

*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.

# 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!