**Information about participation in**

**<…enter the study title 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 and the Guidelines on Informed Consent](https://fetc-gw.wp.hum.uu.nl/en/informed_consent/) before you draw up the documents for informed consent. When it comes to studies conducted at schools, it is highly relevant to determine whether your research can be considered either as didactic or as non-didactic research.
* 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!
* Please note: for children aged 11 or under, the only person required to sign the declaration of consent or the objection form is the child’s parent/guardian. For children aged 12 and over, both the parent/guardian and the child must sign.

# Introduction

* *Didactic research: specify that the study falls within the curriculum of the school and that the parent/guardian and the pupil, if aged 12**–15, may object to the processing of the personal data of the pupil for the purposes of the study.*
* *Non-didactic research: specify that the parent/guardian and the pupil, if aged 12–15, is/are being asked to consent to the pupil’s participation 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 the research participants (method; and in the case of non-didactic research, whether children will be taken out of class, etc.).*
* *Explain how long the study will take for the participants (time investment, time per session, etc.).*
* *Non-didactic research: explain what exactly is expected of participants (the burden and risks of participation), and whether the participant will be compensated and if so, for what, how much and in what form.*
* *Non-didactic research: explain what exactly is expected of participants (the burden and risks of participation), and whether the participant will be compensated and if so, for what, how much and in what form.*

# What happens if your child does not want to cooperate during the study?

* *Only for non-didactic research (do not include this section in your letter if you are conducting didactic research!): in the case of non-didactic research involving children or legally incapable adults, you must specify how you intend to handle any signs of resistance. This is particularly important if participants are unable to express themselves verbally or in the case of children who are able to express themselves verbally but who may not feel in a position to clearly express that they no longer want to participate in the study.*

*For example:*

If your child does not want to cooperate during the study, we will always discontinue their participation in the study.

# What will we do with your child’s 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)*.*
* *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 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)*) 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 partnership. 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?

* *Didactic research: you must specify that you will be collecting data on the basis of a task carried out in the public interest.*
* *Non-didactic research: you must specify that you are collecting and processing data on the basis of the consent of the parents/guardians and, in the case of pupils aged 12–15, of the participants.*
* *Explain that participation is voluntary (in the case of didactic research: that the processing of the data for the purposes of the study takes place on a voluntary basis).*
* *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 does not have to be reversed. Please remember that withdrawing consent should be as easy as giving it.*

*For example:*

Didactic research

Conducting scientific research is something that benefits everyone. It is a task that is carried out in the public interest. Utrecht University is responsible for carrying out such tasks. This is the context in which this study is being carried out. If you do not want your child to participate in this study, then you, or (if your child is aged 12–15) you and your child can object to this. Please use the enclosed form to do so. However, please note that your child will still have to complete the school assignments that are covered in our study. You can only object to our use of the results of your child’s school assignments for our study. If you object to this, we will not include the results of your child in our study.

Non-didactic research

Participation is voluntary. We are only allowed to your use your child’s data for our study if you, or (if your child is aged 12–15) you and your child consent to this. If you decide that your child should not participate, you do not have to take any further action. You do not need to sign anything. Nor are you or your child required to explain why your child is not participating. If your child is going to participate, you or your child can always change your mind and your child’s participation can be stopped at any time, including during the study. You will also be able to withdraw you consent after your child has participated. However, if you choose to do so, we will not be required to undo the processing of your child’s data that has taken place up until that time. The research data that we have obtained from your child up until that time will be erased or anonymised, so that your child can no longer be identified from this data.

# 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*](mailto:privacy@uu.nl)*).*
* *Also mention that the participant has the right to submit a complaint with the Dutch Data Protection Authority (*[*www.autoriteitpersoonsgegevens.nl*](http://www.autoriteitpersoonsgegevens.nl)*).*

*For example:*

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](http://www.autoriteitpersoonsgegevens.nl)).

# More information about this study?

* *The name and email address of the researcher (including the PhD holder with final responsibility) 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 participants 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.*

Didactic research: consent form

Non-didactic research: consent form