**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 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 concerns didactic or non-didactic research.*
* *Please pay close attention to the language used throughout the information letter. Your letter should be easy to understand for everyone, and should therefore, for example, not contain any scientific jargon.*

# Introduction

* *Clearly specify that the management is being asked to consent to a scientific study at their school or institution (nursery, etc.).*
* *Specify whether the study involves didactic research (to which parents/guardians can object) or non-didactic research (which requires the consent of parents/guardians).*
* *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 the PhD holder with ultimate responsibility for the study, such as a supervisor). You must provide an email address.*
* *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 reimbursed 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 reimbursed and if so, for what, how much and in what form.*

# What happens if pupils do 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:*

During the study, it may happen that a pupil no longer wishes to participate. In that case, the session will end.

# What is expected of you?

* *Didactic research: Specify that parents/guardians and pupils aged 12 and over must be informed and can object to the use of the data of their child’s/own data. Ask the school management to provide the relevant parents/guardians with the documents (in the appendices) by email two weeks before the start date of the study, [date].*

*Arrange with the school management to which address the objection forms should be sent. The teacher needs to be aware of this, as they usually need to prevent the work of pupils from reaching the researchers.*

*For example:*

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. Parents/guardians and children aged 12 to 15, however, have the right to object to the fact that we use the results of school assignments in our study, please see appendices (information letter for parents/guardians/pupils and objection form). Pupils aged 16 and over have the right to decide for themselves whether to object, please see appendices (information letter for parents/guardians/pupils and objection form). Please provide the relevant parents with these documents by email no later than two weeks before the start date of the study, [date].

* *Non-didactic research: Specify that parents/guardians and pupils aged 12 and over must be informed and must provide their signature in order to give consent. Ask the school management to provide the relevant parents/guardians with the documents (in the appendices) by email two weeks before the start date of the study, [date].*

*Arrange this in such a way that the forms are sent to you, because in your capacity as the researcher, it is your duty to retain these documents. The teacher needs to know which pupils’ work they should pass on to the researcher and which pupils’ work they should discard.*

*For example:*

The participation of pupils in our study is obviously voluntary. For pupils aged 12 and over to be able to participate, their parents/guardians and the pupils themselves need to consent before the start of the study (for pupils aged 16, only the consent of the pupils themselves is required), please see appendices (information letter to parents/guardians/pupils and consent form). Please provide the relevant parents with these documents by email no later than two weeks before the start date of the study, [date].

# What will we do with the 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/nieuws/nieuwsberichten/nieuw-facultair-datamanagementbeleid)
* *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 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 and those of parents/guardians and pupils?

* *Didactic research: you must specify that you will be collecting data on the basis of a task carried out in the public interest.*
* *You must specify that you will be collecting and processing data on the basis of the consent of the parents/guardians.*
* *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 the school management that they can withdraw their consent (at any time and without stating reasons), but that the data collected up until that point remains the property of the parents, guardians, or pupils, and that as such this withdrawal does not affect the processing of that data.*

*For example:*

Participation is voluntary. If you decide not to participate, you do not have to take any further action. You do not need to sign anything. Furthermore, there is no need to explain why you do not want your school/nursery to participate. If the study is allowed to take place at your school, then from the moment we start collecting research results from pupils, that data will constitute personal data that is the property of those pupils (and of their parents). It is therefore the pupils (and their parents) who will determine what happens to that personal data, even when you decide, during or after the study has taken place, that your school will no longer participate in the study.

# Complaints about this study

* *State that the school management can submit privacy-related questions or complaints to the Data Protection Officer of Utrecht University (**privacy@uu.nl**).*
* *Also mention that the school management 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. The Data Protection Officer will also be able to assist you in exercising the rights that you, the pupils and their parents 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 (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 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 for school management

Information letter for parents/pupils

Objection form for parents/pupils

- Non-didactic research:

Consent form for school management

Information letter for parents/pupils

Consent form for parents/pupils