***Request for participation in***

**[Study title]**

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| ***Attention:*** *Put yourself in the participant's shoes and tailor your text to their knowledge. Do not use technical jargon. The reader must be able to understand the information well.*  *For non-anonymous online research, you may omit the headings, publish the Appendix Personal Data in an accessible place and refer to it with a link or QR code.*  ***Legenda:***   * *Instructions*   Text to be taken over literally  Sample text  [Text to be replaced] |

Utrecht, [date]

Dear reader,

* *Write a brief introduction to indicate that the person is invited to – or will participate in – scientific research.*
* *How did you find your participants?*

## What is the study about?

* *Explain what the study is about.*
* *What is the background and what do you want the study to achieve?*

## How will the study be conducted?

* *Describe the methods and techniques used, such as questionnaires, focus groups, interviews, observations, measurements, etc. [explain what these terms mean, if necessary].*
* *Explain how long participating in the study will take them (duration of the study, time per session, length of interview, etc.).*
* *Indicate the location(s) where the study will be conducted.*
* *Explain exactly what is expected of participants (and possibly: what are the advantages and disadvantages of participating?).*
* *Explain whether the participants will receive compensation, and if so, for what, how much, and in what form (e.g., including reimbursing travel costs/expenses).*

## Who are the researchers?

* *Describe the research team, including its overall composition.* ***Name at least the*** ***(PhD) researcher with final responsibility, including their e-mail address.*** *You must provide at least that e-mail address as a contact for the participants.*
* *Include details concerning any collaboration with other universities or organizations.*
* *Also mention any funding agencies.*

## Will you participate?

* *Adjust the text below as needed.*
* *Indicate what happens to personal data when a participant quits.*

Participation is completely voluntary. If you do not wish to participate, you do not have to do anything further. You can also stop at any time during the study. You never have to say why you do not want to participate, or why you want to stop. In the latter case, we will delete your data.

## What will happen to your data?

* *Adjust the text below if necessary.*

We need your contact information for this study, and during the study we will collect further data, for example [name one or more categories of personal data]. You can read about how we will handle all of this data in the appendix ("Personal Data").

Kind regards,

*[name student]  
[other contact details]*

*[name daily supervisor (if no PhD yet)]  
[other contact details]*

*[naam researcher with final responsibility]  
[other contact details]*

# Appendix Personal Data

* *Use a smaller font for the attachment so that the attachment is clearly distinguishable from the main body of the letter.*

Within the [Study title] study, we work with personal data, i.e., information that says something about you. This might include your name or address, as well as your answers to our questions.

Because we work with personal data, the General Data Protection Regulation (GDPR) applies. The GDPR is a European law that gives you as a participant certain rights. For example, you are entitled to important information about the study, which we aim to provide in this letter.

## What personal data do we collect?

We collect the following personal data from participants:

* *List the types of regular personal data you collect and the reason you need to do so. For example:*
* Names and contact information - to be able to contact (potential) participants in the study and make an appointment for the interview;
* Video recordings of interviews - to accurately capture the answers to our questions;
* Transcripts of interviews - to be able to convert the video recordings of the answers into readable text that can be analyzed. Transcripts are written texts of the participants' answers to the questions, as well as everything else said during the interview.
* *Include the following if you process special categories of personal data:*

We also collect personal data that are extra sensitive:

* *List the types of special personal data you collect and the reason you need it. For example:*
* Data on participants' religion - to find out if people with a particular religion think differently about the research topic.

## What happens to participants' personal data?

* *Describe precisely what happens to the personal data collected.*
* *What operations are performed on them?*
* *In some cases, how are they transferred to UU systems?*
* *Are they pseudonymized, de-identified or anonymized?*
* *Where are they stored, and in what form?*
* *Where are they archived, and for how long?*
* *When are they deleted?*
* *Example "anonymized personal data" (stored under "open access"):*

We delete participants' names and contact information once we have made an appointment. Immediately after making the transcripts of the video recordings, those recordings are deleted. There is nothing in the transcripts that would allow anyone to immediately recognize participants, but it is possible that participants say something about themselves in their answers that makes them recognizable to some people. We make such statements unrecognizable to fully anonymize the transcripts.

The anonymized transcripts are stored on Yoda, a well-secured computer system of Utrecht University. Dutch universities have agreed to keep these data for at least 10 years. Other researchers can then check whether we conducted our research properly. We may pass the transcripts on to other researchers.

* *Example "de-identified personal data" (stored under "restricted access"):*

We delete participants' names and contact information once we have made an appointment. Immediately after making the transcripts of the video recordings, those recordings are deleted. There is nothing in the transcripts that would allow anyone to immediately recognize participants, but it is possible that participants say something about themselves in their answers that makes them recognizable to some people. We make sure that such recognizable things never appear in publication(s) about our research.

The transcripts from which identifying information is removed are stored on Yoda, a well-secured computer system at Utrecht University. Dutch universities have agreed to keep these data for at least 10 years. Other researchers can then check whether we conducted our research properly. We may pass the transcripts on to other researchers conducting similar research, who then have to make sure that they keep the transcripts confidential.

* *Example "pseudonymized personal data" (stored under "open access"):*

We keep participants' names and contact information in a separate file. This file is called the key file, and each participant is given a code in it. It may happen that participants say something that makes them (or others) identifiable, for example by mentioning a name. In the transcript, that name is then replaced by a code, which, together with the name, is stored in the key file. There is then nothing in the transcripts that allows anyone to recognize the participants or others. However, by using the key file, it is possible to recover the original text completely. We call this process "pseudonymization."

The pseudonymized transcripts are stored on Yoda, a well-secured computer system at Utrecht University. The key file is also stored on Yoda, but in a different folder, together with the original video recordings. Dutch universities have agreed to keep this data for at least 10 years. Other researchers can then check whether we have conducted our research properly. We may pass on the pseudonymized transcripts to other researchers conducting similar research. In that case, we do not give them the key file.

## Who has access to your data?

* *Describe who has access to the research data: members of the research team, other UU employees, researchers at other universities employees of collaborative partners, grantors or clients, etc.*
* *Indicate the manner in which these individuals or organizations are bound to confidentiality or secrecy, such as through a confidentiality agreement or contract. Note that employees covered by the Collective Bargaining Agreement (“CAO”) of Dutch universities are bound to confidentiality by virtue of their position.*
* *If some persons or organizations are established outside the European Union, Liechtenstein, Norway or Iceland (together these constitute the European Economic Area, EEA), please indicate this and contact the privacy officer (*[*privacy.gw@uu.nl*](mailto:privacy.gw@uu.nl)*).*

*Example:*

Only the members of the research team (the principal investigator, the supervisor and two transcription assistants) have access to your personal data. These members are obliged to keep your data confidential. We will make your personal data anonymous as much as possible, after which we may share it with other researchers or organizations.

## We ensure proper security of your personal data

Utrecht University treats your personal data very confidentially. We secure your data well. For example, all computers that hold personal data are password protected, and many computers are even more secure, with a second “factor” (2-factor authentication, or 2FA).

## Are we allowed to use your personal data?

***PLEASE NOTE!*** *If a participant reports to you after the intervention to withdraw their consent to the processing of personal data, contact the privacy officer immediately:* [*privacy.gw@uu.nl*](mailto:privacy.gw@uu.nl)*.*

We ask you to consent to the use of your personal data (you will find a consent form attached). Without your consent, we may not use your personal data. You are not obliged to give consent: the choice is entirely up to you. If you do not give consent, this will not have any negative consequences for you. If you do give consent, you can withdraw it at any time, either during the study or afterwards. You will never have to say why you do not give consent or why you are withdrawing your consent.

If you withdraw your consent to the use of your personal data, we will delete your data. However, everything that we have done with your personal data until then may be left it as it is. Therefore, we do not have to retroactively undo the use of your personal data.

Would you like to withdraw your consent? Please contact the researcher ([email address]) or fill out the [Privacy Request Form](https://forms.uu.nl/universiteitutrecht/formulier_privacy_verzoek) (<https://forms.uu.nl/universiteitutrecht/formulier_privacy_verzoek>) (Dutch only). Please include the name of the study and the name of the researcher.

* *Include the following paragraph if the personal data within your study can no longer be linked to specific participants:*

**Please note**! You can only withdraw your consent if we can find out which personal data belong to you. Once your personal data have been anonymized, you can no longer withdraw your consent.

## What rights do you have under the GDPR?

* ***PLEASE NOTE!*** *If a participant reports to you after the intervention to exercise their rights (e.g., access, correction, etc.), contact the privacy officer immediately:* [*privacy.gw@uu.nl*](mailto:privacy.gw@uu.nl)*.*
* *Use the following in most cases:*

People whose personal data are used have a variety of rights. For example, they may access their personal data. In case you notice that certain information is not correct, you sometimes have the right to have those data corrected. In addition, you can ask us to delete your personal data, although this is subject to strict conditions. If you would you like to exercise your rights, please contact the researcher ([email address]) or fill out the [Privacy Request Form](https://forms.uu.nl/universiteitutrecht/formulier_privacy_verzoek) (<https://forms.uu.nl/universiteitutrecht/formulier_privacy_verzoek>) (Dutch only). Please include the name of the study and the name of the researcher.

* *Only use the following text – as an alternative to the text above – if you want to restrict the rights of participants and if you have good reasons for doing so. You must be able to justify this decision. For example: you have reason to expect that there will be so many participants wanting to exercise their rights that your research will be overwhelmed by the administrative burden.*

People whose personal data are used have a variety of rights. For example, they may access their personal data. In case they notice that certain information is not correct, they sometimes have the right to have those data corrected. In addition, they have some more rights. For scientific research conducted at universities (like this research), there is an exception in the law meaning that participants in scientific research do *not* have many of these rights. However, they sometimes have the right to ask us to erase their personal data. If you would like to exercise that right, please contact the researcher ([email address]) or fill out the [Privacy Request Form](https://forms.uu.nl/universiteitutrecht/formulier_privacy_verzoek) (<https://forms.uu.nl/universiteitutrecht/formulier_privacy_verzoek>) (Dutch only). Please include the name of the study and the name of the researcher.

* *Always use the following text:*

You also have the right to file a complaint. To do so, please contact our privacy department ([privacy@uu.nl](mailto:privacy@uu.nl)) or our data protection officer ([fg@uu.nl](mailto:fg@uu.nl)). If you are unable to reach an agreement with us, you can file a complaint with the Dutch Personal Data Authority (the *Autoriteit Persoonsgegevens*).

## Contact information

**Researcher:**

* *Name, email address and possibly phone number of student and daily supervisor, and if the latter person does not hold a PhD, the researcher with final responsibility, and - if desired - other members of the research team. Utrecht University must be named (with address) as the data controller.*

**Utrecht University:**

Heidelberglaan 8  
3584 CS Utrecht

## More information

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| --- | --- |
| For participants in scientific research, Utrecht University has written a general privacy statement, in which you will find much more information about how we handle participants' personal data. Scan the QR code or go to https://tinyurl.com/uu-privacy-statement-en. |  |