Notes for applicants highlighted in YELLOW

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| **Participant Information Sheet**  [TITLE OF PROJECT] |
| 1. **Background**   The [Department/research team/name of supervisor/PI - include details as appropriate to the study] at the University of York would like to invite you to take part in the following research project.  Before agreeing to take part, please read this information sheet carefully and let us know if anything is unclear or you would like further information.  Our contact details are: [Please explain who they can contact. This must include a postal address, email address and ideally a phone number if there is one that can be used]  [For online survey studies ONLY add:] If you have any questions or want to discuss any aspect of the study please contact [supervisor name/PI] ([supervisor/PI contact details]) before completing the consent form. |
| 1. **What is the purpose of the study?**   “The study is designed to..” [explain your research aims for a non-academic audience in plain English. Specify succinctly and clearly what the participant is being invited to do, e.g. take part in an interview/focus group/where this might take place/how long it will last/what is likely to be involved. Please write for a non-academic audience in plain English. If you are collecting personal information about participants from other sources than the participant, you need to state this here as well]  [For studies that you have identified as SENSITIVE on your application form [ONLY] explain why the questions/materials might be sensitive and explain how you are addressing this e.g. emphasise that the participant can choose not to answer any question, can stop at any time, and - if relevant - indicate that there is a list of support organisations at the end of the information sheet]. |
| 1. **Why have I been invited to take part?**   You have been invited to take part because you are 18 years or older and [explain here the basis for participation] |
| 1. **Do I have to take part?**   No, participation is optional. If you do decide to take part, you will be given a copy of this information sheet for your records. You will be asked to complete a participant consent form to show that you understand what taking part involves. You can change your mind about taking part at any time during the [edit to include the type of data collection method e.g. interview/focus group/ethnography/survey] without giving a reason and can withdraw from the study completely up to [edit to insert the withdrawal deadline point, for example, six weeks after the interview]. Beyond this point, your data will have been included in the study and it will not be possible to remove it.  [For online studies, please use one of the following]  You can withdraw at any time before study completion by closing the screen. Data will be stored anonymously. We are therefore not able to remove your responses after you have completed the survey.  OR  You can withdraw at [any time OR until a specific date]. At the start of the study you will be asked to create and enter a personal (anonymous) code. If you would like to remove your data at a later date, please contact [Supervisor’s/PI’s name] with your unique code. |
| 1. **Will you share my data with anyone else?**   No. Data will be accessible to the project team at York only.  OR  Yes. The following third parties will have access to your data for the following purposes… |
| 1. **How long will you keep my data?**   [explain how long information will be kept, including details of any archiving and whether the data will be anonymised] |
| 1. **Will I be identified in any research outputs?**   [Explain arrangements for anonymity and confidentiality] |
| 1. **Questions or concerns**   This research has been ethically reviewed and approved by the University of York Economics, Law, Management, Politics, and Sociology (ELMPS) Ethics Committee. If you have any questions about this participant information sheet or concerns about how your data is being processed, please contact [Supervisor’s/PI’s Name and contact details] in the first instance. If you are still dissatisfied, please contact the ELMPS Ethics Committee at elmps-ethics-group@york.ac.uk or the University’s Data Protection Officer at dataprotection@york.ac.uk. |
| **[If relevant to a study on sensitive topics, please indicate a list of support organisations here]** |
| **Please read the separate Privacy Notice** sheet which explains how personal data will be used within a research project at the University of York  For online surveys, a link to the University’s privacy notice is adequate as long as it is clearly highlighted. If you are using paper information and consent forms you need to provide a physical copy. The privacy notice must not be altered. |

Privacy Notice.

This sheet explains how personal data will be used within a research project at the University of York. For details specific to the project, please see the participant information sheet given to you by the project team. For this project, the University of York is the [Data Controller](https://www.york.ac.uk/records-management/dp/glossary/). We are registered with the Information Commissioner’s Office. [Our registration number](https://ico.org.uk/ESDWebPages/Entry/Z4855807) is Z4855807.

# What information do we have and where do we get your data from?

Please look at the participant information sheet given to you by the person telling you about this project. If you have any questions, you can ask them to explain.

# What is our legal basis for processing your data?

Privacy law (the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018) requires us to have a legal reason to process your personal data. Our reason is we need it to perform a public task[[1]](#footnote-1). This is because the University has a [public function](https://www.york.ac.uk/about/organisation/governance/charter-statutes-archive/), which includes carrying out research projects[[2]](#footnote-2). We need to use personal data in order to carry out this research project.

Information about your health, ethnicity, sexual identity and other sensitive information is called [“special category” data](https://www.york.ac.uk/records-management/dp/introduction/#tab-4). We have to have an additional legal reason to use this data, because it is sensitive. Our reason is that it is needed for research purposes[[3]](#footnote-3). All research projects at the University follow our [research ethics policies](https://www.york.ac.uk/staff/research/governance/research-integrity-and-ethics/).

# How do we use your data?

Please look at the participant information sheet given to you by the person telling you about this project. If you have any questions, you can ask them to explain.

**Who do we share your data with?**

The participant information sheet tells you any people and organisations your data will be shared with. As well as this, we use computer software or systems to hold and manage data. Other companies only provide the software, system or storage. They are not allowed to use your data for their own reasons. We have agreements in place when we share data. These agreements meet legal requirements to ensure your data is protected.

# How do we keep your data secure?

The University is serious about keeping your data secure and protecting your rights to privacy. We don’t ask you for data we don’t need, and only give access to people who need to know. We think about security when planning projects, to make sure they work well. Our IT security team checks regularly to make sure we’re taking the right steps. For more details see [our security webpages.](https://www.york.ac.uk/it-services/security/)

# How do we transfer your data safely internationally?

If your data is stored or processed outside the UK, we follow legal requirements to make sure that the same level of privacy rules still apply.

**How long will we keep your data?**

The University has rules in place for [how long research data can be kept](https://www.york.ac.uk/about/departments/support-and-admin/information-services/information-policy/index/research-data-management-policy/) when the research project is finished. Please see the participant information sheet given to you by the person telling you about this project for more information.

# What rights do you have in relation to your data?

[You have rights over your data](https://www.york.ac.uk/records-management/dp/individualsrights/). The participant information sheet explains how you can stop participating in the study, and what will happen to your data if you do. If you want to get a copy of your data, or talk to us about any other rights, please contact us using the details below.

# Questions or concerns

If you have any questions or concerns about how your data is being processed, please use the contact details provided to you by the person telling you about this project. If you have further questions, the University’s Data Protection Officer can be contacted at [dataprotection@york.ac.uk](mailto:dataprotection@york.ac.uk) or by writing to: **Data Protection Officer, University of York, Heslington, York, YO10 5DD**.

# Right to complain

If you are unhappy with how the University has handled your personal data, please contact our Data Protection Officer using the details above, so that we can try to put things right. If you are unhappy with our response, you have a right to [complain to the Information Commissioner’s Office](https://ico.org.uk/make-a-complaint/). You can also contact the Information Commissioner’s Office by post to **Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF** or by phone on **0303 123 1113**.

1. This refers to [UK GDPR Article 6 (1) (e)](https://www.legislation.gov.uk/eur/2016/679/article/6): processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller [↑](#footnote-ref-1)
2. [Our charter and statutes](https://www.york.ac.uk/about/organisation/governance/charter-statutes-archive/) states: 4.f. To provide instruction in such branches of learning as the University may think fit and to make provision for research and for the advancement and dissemination of knowledge in such manner as the University may determine. [↑](#footnote-ref-2)
3. This refers to [UK GDPR Article 9 (2) (j)](https://www.legislation.gov.uk/eur/2016/679/article/9): processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject. [↑](#footnote-ref-3)