

## RESEARCH PARTICIPANT INFORMATION SHEET

Title of Research Project: <Insert Title>

Name of Lead Researcher: <Insert Name>

*A Participant Information Sheet should provide sufficient information in an understandable format to support potential participants in making the right decision for them: to take part in the research, or to decline participation.*

*This is not a fixed template but should be adapted to meet the needs of your project. Depending on the type of research you are planning and what is involved, you will need to determine which of the suggested headings below are appropriate to use.*

*The **invitation paragraph** is mandatory and should explain to the participants that they are being asked to take part in a research study.*

### *Suggested text:*

You are invited to take part in a research project. Before you decide whether to take part, it is important for you to understand why the research is being done and what it will involve for you. Please take time to read the following information carefully and discuss it with others if you wish. Ask the researcher if there is anything that is not clear or if you would like more information.

### **1. Why are we doing this research project and what is it about?**

*Give details of the background, aim and duration of the project.*

### **2. Why have I been invited to take part?**

*Let participants know why and how they have been chosen, and how many others will be involved in the study. You might want to point out the importance of hearing from and including specific or underheard voices*

### **3. What will taking part in this project involve?**

*Inform potential participants what they should expect if they agree to take part, this may include:*

- The time required to take part (e.g. one face-to-face interview lasting 60 minutes, 2 questionnaires to be completed 6 months apart which will take 10 -15 minutes each to complete).*
- What exactly will happen – e.g. collecting personal information, questionnaires, interviews (structured/semi-structured), focus groups.*
- Where the research is taking place.*
- What questions will be asked about participants (research scope).*
- How the research progress and results will be communicated back to participants*

### **4. Do I have to take part?**

*This section should include a clear statement that participation is voluntary and that participants may withdraw at any stage. It should be clear that choosing to either take part or not take part or withdrawing from the project will not affect anything else, e.g.:*

- If employees are being recruited, it should be clear that choosing to either take part or not take part will have no effect on their employment or promotion prospects etc.*
- If residents are being recruited, it should be clear that participation will not affect the service they receive from Coventry City Council.*

*Suggested text:*

It is up to you to decide whether or not to take part in this research project. You will be given (insert number of days) to read the participant information sheet and understand this project before making a decision. If you do agree to take part, you will be asked to complete an online or paper consent form before taking part in the research. We will provide you with a copy of the completed consent form. You are free to withdraw from the project at any time without giving a reason. If you decide not to take part or decide to withdraw at any time, you will not be penalised or disadvantaged in anyway.

*If appropriate, include if there is a point where participants will no longer be able to withdraw their data (e.g. once the data has been anonymised/published, once they have pressed 'submit' on an online survey or when they put the paper survey in the return box if the study is only collecting anonymous information. It should also be clear what will happen to any data collected up to the point of withdrawal (e.g. if it will be retained).*

**5. What are the possible disadvantages and risks of taking part?**

*Detail possible or reasonably foreseeable disadvantages and/or risks to the potential participant and/or other individuals, including likely incidence and severity.*

*If at any point your participation in this research project causes you distress, you may want to contact – List here relevant support services/charities.*

**6. What are the possible advantages and benefits of taking part?**

*Detail possible benefits to the potential participant. If there are none, this should be stated. Indirect benefits, such as potential benefits to the wider community and/or contributing to knowledge can be included here.*

*Include if any expenses and/or payments or incentives are being offered to participants and details of how they can be claimed. Clearly explain:*

- Type of expenses, e.g. travel expenses, and how much.*
- Rewards – financial or otherwise.*
- Explanation of when, how (cash, voucher etc.) and why these payments are made.*

**7. Will my taking part in the research be kept confidential?**

If you consent to take part in the research project, we will ensure that all information collected about you during the course of the research will be kept confidential. Your information will be collected for research purposes and will only be accessible to the research team as listed in the 'Data Sharing' section of this form. Your information will not be accessible to any other employees or members of the Council.

*Include if identifiable information is collected:*

- *How their data will be collected (paper forms, webform, app or in person)*
- *Reason for which personal data is being collected.*
- *Who will have access to the personal data (before anonymising the data if applicable), including supervisor(s), collaborators, transcription services etc.*
- *How confidentiality/anonymity will be ensured (e.g. venue of data collection, personal identifiable information will be removed, quotes will be anonymised/paraphrased etc.)*
- *Audio/video recording/photographs*
- *Any restrictions on confidentiality – e.g. reporting of violence, abuse, self-inflicted harm, harm to others, criminal activity*
- *Where records will be stored (e.g. cloud storage, locked filing cabinet, encrypted laptop), length of time records will be kept and details of destruction.*
- *Include any additional safeguards that will be included to protect special category data.*
- *Include details of where, if applicable, data will be transferred outside of Coventry City Council, particularly if the data will be transferred outside of the UK. You will need to explain what safeguards will be put in place to ensure the security of that data.*
- *A statement on publishing the data.*
- *Any request for future use of data (e.g. contacting participants about a new study they may wish to take part in)*
- *Who will be the data controller, how long will the data be held for, where will the data be stored, who can make requests to the data, if data of the current research will be used for future studies.*

*Suggested text:*

Your information will be kept confidential. The only people who will have access to your name and contact details will be *<team(s) that have access to participant information>*. Any other information that you give us will be used anonymously and we will not share your name or any details that may identify you. The only time we will share your personal information with someone else is if you tell us something that makes us worry about your safety or the safety of someone else.

If you agree to be audio recorded, this will be transcribed by an external organisation who are bound by data protection regulations and any identifying information will be

removed from the transcript. The anonymous transcript will be stored on an encrypted and password-protected computers.

## 8. How will my data be used?

*Include if Coventry City Council is the data controller. If not, please say who is the data controller.*

Coventry City Council is the data controller of this research project based in the United Kingdom. This means that we are responsible for looking after your information and using it properly. We will be using information from you in order to undertake this research project and we are committed to protecting the rights of individuals in line with data protection legislation. We will keep identifiable (*delete if not applicable*) information about you <for x years after the study has finished/ until x>.

## What will happen to the data we collect about you?

*You may find it helpful to use the table below. If using, please use the statement examples listed below and delete as appropriate.*

Further information on how your personal information will be used can be found in the table below.

How will my data be collected?	
How will my data be stored?	
How long will my data be stored for?	
What measures are in place to protect the security and confidentiality of my data?	
Will my data be anonymised?	
How will my data be used?	
Who will have access to my data?	
Will my data be archived for use in	

other research projects in the future?	
How will my data be destroyed?	

*You might find it helpful to use the above table. If using, please apply the statements below, where applicable.*

1. Your identifiable data will be removed from this study. This means that once your responses have been anonymised or submitted to the research team (if applicable), it will not be possible to withdraw this data as your individual responses cannot be identified. *(NB: email addresses/contact details for the purpose of setting up interviews and IP addresses (online questionnaires) are identifiable so if these are being collected this needs to be clear and needs to state when this information will be deleted. Similarly, consider whether you have given the option for participants to provide their contact details for a copy of the study results).*
2. Research data will be **anonymised** as quickly as possible after data collection and it will not be possible to withdraw your data after this point. *(NB: specify when this will be. Explain what will happen to identifiable data, eg how it will be destroyed. If email addresses are being collected for the purposes of arranging interviews etc. make it clear what this data will be used for and at what point this will be deleted.)*
3. Research data will be **pseudonymised** as quickly as possible after data collection. This means all direct and indirect identifiers will be removed from the research data and will be replaced with a participant number. The key to identification will be stored separately and securely to the research data to safeguard your identity. *(NB: Specify whether it is possible to withdraw data, and up to what point it will not be possible to withdraw data- this needs to be explicit. Please also explain how personal information will be destroyed).*

### Who will have access to my information?

*(Include if data will be shared outside Coventry City Council)*

*If data will be shared outside Coventry City Council for the purpose of this research project, please include details of the following:*

- *Name of the organisations for which data is being shared (NB: Any data processing/sharing agreements must be approved by Information Governance)*
- *Purpose of data sharing*
- *Duration of data sharing*

- *If data will be anonymised/pseudonymised, please state purpose of data sharing and duration where known.*

**OPTION where applicable:** *Some of your information will be sent to [country X]. They must follow our rules about keeping your information safe.*

Once we have finished the research project, we will keep some of the data so we can check the results. We will write our reports in a way that no-one can work out that you took part in the study.

### **Where can you find out more about how your information is used?**

You can find out more about how we use your information at..... If you would like a hardcopy of this document, please ask a member of the research team.

### **What will happen to the results of the research project?**

*Explain what will happen to the results, whether the research project is going to be submitted to any journals for publication and where the results might be discussed and/or whether the data will be deposited in an archive. If you are retaining the participants contact details in order to send them the results once the study has finished, you will require participants to explicitly consent to their data being kept for this purpose.*

The results of this study may be published in scientific journals and/or presented at meetings. If the results of the study are published, your identity will remain confidential.

A summary of the results of the study will be available for participants when the study has been completed. The researchers will ask if you would like to receive a copy.

### **8. Who is running this research?**

*Include information about the researcher (and if relevant, the department within the Council) and any collaborators.*

### **9. How is the research project being funded?**

The study has been funded by <Insert funders name / ref>.

### **10. Who has reviewed this project?**

This study has been reviewed and approved by <Insert REC Name>

### **11. What if there is a problem?**

If you have any problems, concerns or questions about this study, you should ask to speak to a member of the research team. If you remain unhappy and wish to complain formally, you can contact the Research Governance Officer:

NIHR HDRC Coventry



Earl Street  
Coventry  
CV1 5RR

Email: [CoventryHDRC@coventry.gov.uk](mailto:CoventryHDRC@coventry.gov.uk)

If you have any concerns or questions about how we look after or handle your personal information, please contact our Data Protection Officer:

Information Governance  
Coventry City Council  
PO Box 15  
Council House  
Earl Street  
Coventry City Council CV1 5RR

Telephone: 024 7697 5408

Email: [DPOTeam@coventry.gov.uk](mailto:DPOTeam@coventry.gov.uk)

If you are not satisfied with the outcome or the way in which your query has been handled, you may wish to contact the Information Commissioner's Office:

The Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Telephone: 0303 123 1113

## 12. Contact for further information:

If you require further information or have any questions, please contact:

<Insert Research Team Details>

Name:

Address:

Telephone:

Email:

<Insert Collaborator Logo> (if applicable)



**Thank you for reading this information and for considering  
taking part in this research.**