

Session ID:

<<A space to keep for the researcher to put a unique identifier for this session and participant>>

Research Consent Form

//This is an example of a form that can be used to gather participant consent. A copy of this form should also be given to participants to take away.

//Before using this, it is essential to get it verified by your organisation's legal or data protection representative. Appropriate data protection procedures should also be in place to handle participant data responsibly.

Who are we?

This research is being carried out by <<your name>> on behalf of <<your organisation>>.

What this study is about

//A single sentence to describe what you want to learn from this study.

E.g. This study will learn about how people use <<website>>. This will help make the website easier to use.

What will we be doing today

//Some sentences to describe an overview of what will happen today. A careful balance is required between being honest and open, while also not artificially impacting participant behaviour.

E.g. Today we will ask you about your previous use of <<the website> and <<related subjects>>. We will then look at a website together and you will be asked to complete some tasks on it which we will observe and ask you about. We will end with some questions to explore what you thought about the things we looked at today.

What information is being collected

//Some sentences about the data being collected.

E.g. Today we will record video and audio from the study, including the answers you give to questions and what happens on the computer screen.

We will also be taking notes to record your comments and actions.

If you have any questions about the information being collected, please contact the name listed at the end of this form.

How will information be shared and stored

//Who will see what data from the session, and how will it be kept.

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E.g. Internal colleagues from <<company>> may be watching the recording live, or at a later point. These recordings will not be shared outside of the company.

Any data will be anonymised if included in any research reports we publish, and will not include your name or image.

Video and audio recordings will be deleted after two years or earlier if you decide to withdraw your consent.

Your participation is voluntary

You can take a break or end the session at any time without giving a reason. Please let us know if you need a break.

Your consent

By signing this form, you are indicating that you have understood the above and consent to us collecting this information. We will hold it for two years, or until it's no longer required:

I give my consent (please tick all that apply)

- ☐ For people to observe me during the research.
- ☐ For the session to be recorded.
- ☐ For people inside the company to watch the recording in the future.

Please contact the person named below if you have any questions or would like to withdraw your consent at a later point.

<<Insert your name and contact details>>

Your Name:	
Your Signature:	
Today's Date:	