

Your participation in user research

Overview

We're asking people for help with [overview of project].

Your role

We'd like you to [fully explain what the session will cover so that the participant is comfortable].

About the researcher

The researcher works within the user research team at Hackney Council.

How we will store your data

This consent form and anything you tell us is securely **stored on Hackney Council systems**. These are accessed only by user researchers at the council.

Information you allow us to have is stored for **up to 2 years**. After this time your personal information will be deleted.

How we will use your data

We may share the results of our research with teams within the Council and publicly on our online research library.

None of the data we share with these groups or put in our online public research library will link back to you.

Your rights

- You haven't got to take part if you don't want to.
- You can take a break and ask us questions at any time.
- Your answers will be kept private.
- You may withdraw your consent at any time by telling the researcher. This includes after today. **You can ask us to delete any notes, photos or recordings we've made.**

Name of researcher: [Researcher Name]
Email: [researchername@hackney.gov.uk]
Contact number: [XXX XXX XXXXX]

Please mark next to any of the statements that you agree with:

[The following statements are optional, please remove unnecessary statements]

<input type="checkbox"/>	I agree to the conversation being audio recorded .
<input type="checkbox"/>	I agree to be quoted in reports. I know that any quotes won't use my real name.
<input type="checkbox"/>	I agree to photos and/or video to be taken for use in reports about this research.
<input type="checkbox"/>	I agree to not to talk about this research with anyone else.
<input type="checkbox"/>	I am happy to be contacted about the results of the research.

By signing this form, you **understand and agree to the above statements**.

Your name: _____ Date: ____/____/____

Signature: _____

[If giving an incentive, include this bit]

I acknowledge that I've received this *[details of voucher / include reference number]* **voucher** as a thank you for talking to us today.

Signature: _____

Thank you for helping us to make our services better

We are collecting and processing your data under your consent. Consent is one of the six legal bases for processing in the Data Protection Act 2018. See our full privacy notice at www.hackney.gov.uk/privacy