



**Department of
Language and
Linguistic Science**

Vanbrugh Way, Heslington, York, YO10 5DD, UK
Email xxxxxxxxxxxx

In-person study information sheet

This is a template. Please download a copy of it to make any edits for your own project, you will not be able to edit it directly.

[Text in red are instructions for the researcher writing the sheet, and should be deleted in final version. Fill in the necessary details under each heading. Use the headings supplied and keep the order in which they appear.]

Please keep this information sheet and a signed copy of the participant information form for your records

You are invited to take part in a research study. Before you decide whether to participate it is important for you to understand why the research is being done and what it will involve. Please take the time to read the following information carefully. If there is anything you do not understand, or if you want more information, please ask the researcher.

Title of study:

Researcher:

What is the research about?

Who is carrying out the research?

Who can participate? (Or: Why have you been chosen to participate?)
[Choose ONE version of the wording for this question]

What does the study involve?

[Explain procedure, where the study will take place, over how many sessions, and how long it would take, who will be collecting the data. If necessary, reassure participants of the presence of an additional adult in the session, etc.]

Do I have to take part?

You do not have to take part in the study. If you decide to take part, we will give you this information sheet to keep and you must sign two copies of the participant information form (one copy is for you to keep). You are free to withdraw without giving a reason, even during the session itself [or: before the end of the series of sessions, or something similar]. If you withdraw from the study, we will destroy your data and will not use it in any way.

What are the possible risks of taking part?

Are there any benefits to participating?

Will I know the results?

If you would like to know the overall results of this project, we will send you a short summary of the results via email. Please indicate whether you would like to receive this on the consent form. Note that you will not be provided results from individuals.

[Edit as appropriate.]

[This next part needs to be included]

On what basis will you process my data?

Under the General Data Protection Regulation (GDPR), the University has to identify a legal basis for processing personal data and, where appropriate, an additional condition for processing special category data.

In line with our charter which states that we advance learning and knowledge by teaching and research, the University processes personal data for research purposes under Article 6 (1) (e) of the GDPR:

Processing is necessary for the performance of a task carried out in the public interest

Special category data is processed under Article 9 (2) (j):

Processing is necessary for archiving purposes in the public interest, or scientific and historical research purposes or statistical purposes

Research will only be undertaken where ethical approval has been obtained, where there is a clear public interest and where appropriate safeguards have been put in place to protect data.

In line with ethical expectations and in order to comply with common law duty of confidentiality, we will seek your consent to participate where appropriate. This consent will not, however, be our legal basis for processing your data under the GDPR.

How will you use my data?

Data will be processed for the purposes outlined in this notice.

[Mention both personal details and experimental data, but don't go into too much detail. The following should suffice in most cases.]

We will use your data and that of other participants to [describe what you will do with it!].

Will you share my data with 3rd parties?

[Either]

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 [complete as appropriate].

Anonymised data may be reused by the research team or other third parties for secondary research purposes.

How will you keep my data secure and store it?

The University has put in place appropriate technical and organisational measures to protect your personal data and/or special category data. Information will be treated confidentiality and shared on a need-to-know basis only. The University is committed to the principle of data protection by design and default and will collect the minimum amount of data necessary for the project. In addition, we will anonymise or pseudonymise data wherever possible.

For the purposes of this project we will [complete as appropriate].

Your data will be stored securely on the University of York cloud storage solution (Google Drive). This means that data can be located at any of Google's globally spread data centres. The University has data protection compliant arrangements in place with this provider. For further information see our [IT Service Google Privacy Policy here](#).

[infill any additional uses e.g. transfer to a public repository etc.]

[OR – if you don't use Google Drive at all]

No. Data collection and analysis is taking place solely in the UK, and we will only use University-owned devices to store files. [Provide any further storage information as relevant]

[If any other data transfer will be involved – for example an international project collaborator – then this should be detailed here].

Will I be identified in any research outputs?

No real names will be used in any presentations or publications [or in my dissertation].

How long will you keep my data?

Data will be retained for [the duration of the project (until XXXX).] OR [for XX years, because xxx].

This is in line with legal requirements or where there is a business need. Retention timeframes will be determined in line with [the University's Records Retention Schedule Section 9.4](#), which states that research data should be kept confidentially for a minimum of 10 years after the completion of the project. [For postgraduate taught students: a minimum of 1 year after the confirmation of the degree award or termination of studies.]

[This should be replaced with a specific timeframe if you have funder expectations.]

What rights do I have in relation to my data?

Under the GDPR, you have a general right of access to your data, a right to rectification, erasure, restriction, objection or portability. You also have a right to withdrawal. Please note, not all rights apply where data is processed purely for research purposes. For further information see [this page on Individual Rights](#).

Questions or concerns

If you have any questions about this participant information sheet or concerns about how your data is being processed, in the first instance, please contact Researcher name, Department of Language and Linguistic Science, University of York, Heslington, York, YO10 5DD. email: xxxxxxxx.

Supervisor's name and details (if applicable):

If you are still dissatisfied, please contact the University's Data Protection Officer at dataprotection@york.ac.uk.

Right to complain

If you are unhappy with the way in which the University has handled your personal data, we ask that you contact us first, to enable us to try to resolve matters. If you remain unhappy, you have a right to complain to the Information Commissioner's Office. For information on reporting a concern to the Information Commissioner's Office, see www.ico.org.uk/concerns.

*This study has been reviewed and approved by the Departmental Ethics Committee of the Department of Language and Linguistic Science at the University of York. If you have any questions regarding this, you can contact the chair of the L&LS Ethics Committee (**email:** linguistics-ethics@york.ac.uk).*