# Consents for participating in research projects

*Colour codes:*

*Text in italics without highlighting – must be replaced with own text*

*Text with yellow highlighting - help text/explanation which needs to be deleted*

*Text with blue highlighting – please remember that this information is compulsory (*[*What do I need to provide notification of?)*](http://www.nsd.uib.no/personvernombud/hjelp/informasjon_samtykke/informere_om.html)

*This is a template for informed consent in respect of processing personal data about participants in research projects*

*Can be used for questionnaires, observations, interviews and video recordings, etc.*

*NB! The information must be brief and easy to understand for anyone you ask (customised selection).*

*Use clear, simple and active language, headings and bullet points. Avoid foreign words.*

## Do you want to participate in the research project?

##  “[insert the title of the study]”?

This is a question to you about participating in a research project whose purpose is to *[insert the purpose (in brief)]*. In this letter we will provide you with information about the templates for the project and what participation will involve for you.

# Purpose

*Describe the purpose of the project in more detail and say something about its scope.*

*Briefly outline the issues/research questions you are going to analyse.*

*Explain that it is a research project, a doctoral study, a Bachelor’s/Master’s thesis or other student thesis, etc.*

*If you or anyone else is going to use the information for other purposes (e.g. tuition or other research projects), describe the other purposes.*

# Who is responsible for the research project?

[Insert the name of the institution(s) which] is/are responsible for the project.

*If relevant, mention names and describe cooperation with other institutions, external clients, etc.*

# Why are you being asked to participate?

*Describe how the selection is made (population, selection criteria and preferably how many people are receiving the enquiry), so that it is shown why you are asking the person in question to participate.*

*If relevant, explain that you have received the person’s contact details from someone else (and any permission you have for obtaining them), or if others have sent out the information on your behalf.*

# What does participation involve?

*Describe the method (questionnaire, interview, observation, etc.), the scope, the information being collected and how that information is to be recorded (electronically, notes, audio/visual recordings), e.g.:*

 *“If you choose to participate in this project, it means you will have to fill in a questionnaire. This will take you approx. 45 minutes. The questionnaire contains questions about [describe the most important questions]. Your answers to the questionnaire will be recorded electronically”*

 *If relevant, state that you will also be collecting data about the person from other sources – such as registers, journals, student folders, other informants, etc., e.g.*

*“I will also ask your teacher to provide some information about you in an interview. This information will be about [describe the most important questions]. I will make an audio recording of and take notes from the interview.”*

*If children participate, state that their parents may see the questionnaire/interview guide, etc. in advance by contacting you.*

*If several selected groups participate, be clear about what participation involves for each group, or draw up a letter for each group.*

# Participation is voluntary

Participation in the project is voluntary. If you choose to participate, you may withdraw your consent at any time without giving a reason. All information about you will then be made anonymous. There will be no negative consequences for you if you do not want to participate or later choose to withdraw.

*Elaborate on this if the selection is dependent on the person who asks. For example: “It will not affect your hospital treatment/your relationship with your school/teacher, workplace/employer, etc.(..)”*

# Your privacy – how we store and use your data

We will only use data about you for the purposes explained in this letter. We treat your data confidentially and in accordance with the data protection regulations.

*Describe who will have access at the data controller’s institution (e.g. project group, student and supervisor, etc.)*

*Describe which measures you are implementing in order to ensure that no unauthorised persons gain access to personal data, e.g. “I will replace your name and contact details with a code which is stored on a dedicated name list separate from other data”, store data on a research server, lock away/encrypted, etc.*

*If relevant, you should also provide information about:*

*the name of the data processor who will be collecting, processing and storing data, e.g. suppliers of transcriptions or questionnaires*

*people at other institutions who will have access, provide the names of institutions, indicate the number of people and explain what types of data they will have access to*

*the fact that the personal data will be processed outside the EU (e.g. field work, analysis, cloud services, conferences), provide the names of institutions and countries and describe security measures.*

*Describe whether or not it will be possible to recognise the participants, and, if relevant, which types of data will be published.*

# What happens to your data once we conclude the research project?

The project is scheduled to be completed on *[insert the date]. Describe what will happen to personal data and any recordings at the end of the project.*

*If data is not to be anonymised at the end of the project, explain the purpose for continuing to store/use the personal data), e.g. verifiability, follow-up studies, filing for subsequent research), where the data will be stored, who will have access to it, and the final anonymisation date (or, if relevant, state that the personal data will be stored for an indefinite period).*

# Your rights

Provided that you can be identified in the data, you are entitled to:

access to any personal data which has been registered about you,

* have your personal data rectified,
* have your personal data deleted,
* receive a copy of your personal data (data portability)
* submit a complaint to the Norwegian Data Protection Authority about the processing of your personal data.

# What gives us the right to process personal data about you?

We process data about you on the basis of your consent.

At the request of *[insert the name of the data controller’s institution], the* NSD – the Norwegian Centre for Research Data – has decided that the processing of personal data for this project complies with privacy legislation.

# Where can you find out more?

If you have any questions about the study, or wish to exercise your rights, please contact:

* *[insert the name of the data controller’s institution] for the attention of [insert the name and contact details of the project manager]. For student projects the contact details of the supervisor/project manager need to be specified, not just those of the student*
* Our Data Protection Officer can be reached by e-mail: personvernombud@uis.no
* NSD – the Norwegian Centre for Research Data, e-mail (personverntjenester@nsd.no) or phone number: +47 55 58 21 17.

Kind regards

Project Manager *Student (if relevant)*

(Researcher/Supervisor)

# Declaration of Consent

*Consent may be obtained in writing (including electronically) or verbally. NB! You must be able to provide documentary proof of the fact that you have provided information and obtained consent from anyone whose data you register. As a general rule we recommend written information and written consent.*

*For written consent on paper, you can use the template provided here.*

*For written consent which is obtained electronically, you need to select a method which will enable you to provide documentary proof of the fact that you have received consent from the right person (see the guidelines provided on the NSD’s website).*

*If the context indicates that you should provide verbal information and obtain verbal consent (e.g. for research conducted in oral cultures or among those who are illiterate), we recommend that you make audio recordings of the information and consent.*

*If parents/guardians consent on behalf of children or others who are unable to consent, you will need to adapt the formulations. Please remember that the participant’s name must be shown.*

*Adjust checkboxes according to whatever is relevant for your project. It is possible to use points instead of checkboxes. However, if you are going to process special categories of personal data and/or the last four points are relevant, we would recommend having checkboxes due to the requirements relating to explicit consent.*

I have received and understood the information about the project *[insert the title]*, and have had the opportunity to ask questions. I consent to:

* participating in *[insert the relevant method, e.g. interview]*
* participating in *[insert several methods, e.g. questionnaire] – if relevant*
* *my teacher being able to provide information about me for the project – if relevant*
* *my personal data being processed outside the EU – if relevant*
* *data about me being published in a way whereby I can be recognised [explain in more detail] – if relevant*
* *my personal data being stored after the end of the project, for [describe the purpose] – if relevant*

I consent to my data being processed up until the project has been concluded, approx. *[specify the date]*

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(Name of the project participant in capital letters)

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(Place /date /signature of the project participant)