

**TEMPLATE**

**CONSENT FORM FOR PROJECT PARTICIPANTS DOING INDIVIDUAL INTERVIEWS**

***NOTE: This is a sample consent form and should be adapted to suit your particular project. HOWEVER, MOST OF THE INFORMATION COVERED HERE IS ESSENTIAL TO INCLUDE ALTHOUGH YOU MAY WANT TO CHANGE THE LANGUAGE USED TO SUIT YOUR PARTICIPANTS. IT IS IMPORTANT THAT INFORMATION CONTAINED HERE IS CONSISTENT WITH INFORMATION YOU HAVE COVERED IN YOUR PARTICIPANT INFORMATION SHEET AND YOUR ETHICS APPLICATION IN SUSSEX DIRECT. SO THAT BOTH YOU AND THE PARTICIPANT CAN KEEP A RECORD OF THE CONSENT PROCESS, PLEASE MAKE AVAILABLE TWO COPIES OF THIS DOCUMENT.***

 ***Please ensure you delete the sections below that are not relevant to your project***

**Title of Project: <Insert Title>**

**Name of Researcher and School: <Insert Name and School>**

**RGEC Ref no: <Insert ER no.>**

|  |  |  |
| --- | --- | --- |
|  |  | ***Please tick box*** |
| * I consent to being interviewed by the researcher.
 |  | ⬜ | ⬜ |
|  |  |  |  |
| * I agree to allowing the interview to be photographed / filmed / audio-recorded [consent for each media type should be requested **separately**].
 |  | ⬜ | ⬜ |
|  |  |  |  |
| * I agree to making myself available for a further interview should it be required.
 |  | ⬜ | ⬜ |
|  |  |  |  |
| * I understand that I will be given a transcript of data concerning me, or that I have provided, for my approval before being included in the write up of the research.
 |  | ⬜ | ⬜ |
|  |  |  |  |
| * I consent to the use of anonymised quotes in publications from the research.
 |  | ⬜ | ⬜ |
|  |  |  |  |
| * I understand that I have given my approval for my name and/or the name of my town/community, and /or the name of my workplace to be used in the final report of the project, and in further publications.
 |  | ⬜ | ⬜ |
|  |  |  |  |
| * In exceptional circumstances, where a disclosure is made regarding your safety or that of others, the researcher will be legally required to pass this information onto an appropriate individual or agency.
 |  | ⬜ | ⬜ |
|  |  |  |  |
| * I understand that any information I provide is confidential, and that no information that I disclose will lead to the identification of any individual in the reports on the project, either by the researcher or by any other party.
 |  | ⬜ | ⬜ |
|  |  |  |  |
| * I have read, or it has been read out to me, the information sheet, had the opportunity to ask questions and I understand the principles, procedures and possible risks involved.
 |  | ⬜ | ⬜ |
|  |  |  |  |
| * I consent to the processing of my personal information and data for the purposes of this research study. I understand that such information will be treated as confidential and handled in accordance with data protection legislation.
 |  | ⬜ | ⬜ |
|  |  |  |  |
| * I understand that my participation is voluntary, that I can choose not to participate in part or all of the project, and that I can withdraw at any stage of the project without being penalised or disadvantaged in any way nor do I have to give reasons for this.
 |  | ⬜ | ⬜ |
|  |  |  |  |
| * I consent to my data being deposited in the UK Data Archive for re-use in future research and analysis. I understand that it will be fully anonymised before deposit.
 |  | ⬜ | ⬜ |
| * I agree to take part in the above Brighton and Sussex Medical School (BSMS) research project.
 |  | ⬜ | ⬜ |
|  |  |  |  |
| * I would like to be sent a summary of the study findings when they have been published.
 |  | ⬜ | ⬜ |
|  |  |  |  |
| * By email:………………………………………………………………………..

(this may be some time away so please give an email address which will remain valid)OrPostal address:………………………………………………………………………………………………………………………………………………………Or by community organisation: …………………………………………………………………………………………………………………………………… |  |  |  |

|  |  |
| --- | --- |
| Name: |  |
| Signature |  |
| Date: |  |

***Notes for use***

[to be removed before submission for review]

Statements given in *italics* will tend to be optional depending on the type of study. Statements in normal type are almost certainly needed for all studies either as they stand or with small amendments. **The number of statements can be increased or reduced according to the study’s needs.**

Researchers should keep in mind that use of the consent form serves two important and closely linked principles:

Firstly, a fundamental principle of ethical research is that **participation and consent is voluntary and informed**. Instances in which the real reason for participation is initially ‘masked’ from individuals (such as is employed in Psychology or other disciplines) will be subject to discipline-based conventions or conditions that will be spelled out to the reviewing Ethics Committee at review stage.

Secondly, the storing and **processing of any personal data for research purposes is subject to legal requirements** and data protection legislation that researchers need to understand and follow. This legislation expects that participants who give consent for their data to be used understand how it will be stored, processed and eventually destroyed[[1]](#footnote-1). If the data is deemed to be *Special Category Data[[2]](#footnote-2)*, there are more stringent requirements for safeguarding what will be processed to avoid breaching fundamental data rights. Applicants should seek appropriate advice and guidance if they have any doubts about their responsibilities.

The consent form should cover the following areas:

1. The participant’s understanding of the research
2. Consent to the way in which research will be carries out
3. Privacy and confidentiality of information (the ethical basis of research)
4. Right to withdraw participation and/ or data in the study
5. Data protection (legal issues in data management
6. Future data re-use (when **specifically** required)
* All requests for consent should be **specific[[3]](#footnote-3)**, **unambiguous** and **informed.** All statements above that do not apply to the research should be removed. Studies that require different data types to be taken or use different media within the same project should take care that consent is granular whenever possible.
* In some fields of research, it could be helpful to re-use the data for future research and analysis. If it is likely that your data is of this kind and you want to have the option to use the data for other purposes, or for it to be available to other researchers, you must obtain **explicit** permission and describe what you want the participant to agree to in the Explanatory Statement.
* A statement should be included for the participant/s to agree that the information provided can be used in further research projects which have research governance approval as long as their name, personal identifiable details and contact information is removed before it is passed on. State *exactly* what the consent that you are seeking.
* If the study involves the possible disclosure of information (either in focus groups, one to one interviews or through being passed on in any other forms of communication), the duty to pass on information that may have a bearing on the safety of others (for example in the context of possible terrorism or safe-guarding concerns) will require that the consent form references this.
* Verbal consent may be used in circumstances where written consent would be inappropriate. Researchers will still need to use mechanisms and techniques that record or attest that there has been appropriate informed consent.
* Where there is a relationship between the participant and the researcher which might be deemed to unduly influence the participant’s voluntary consent, space for an independent witness (name, signature and date) should be added, preceded by ‘*I believe that ……………………………(name) understands the above project and gives his/her consent voluntarily.’*

Further information and guidance on research ethics and governance can be found at

<http://www.sussex.ac.uk/staff/research/governance>

1. “ Any freely given, specific, informed and unambiguous indication of the data subject's wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to him or her,” GDPR Article 4. [↑](#footnote-ref-1)
2. Data relating to race, ethnic origin, politics, religion, trade union membership, genetics, biometrics (where used for ID purposes), health, sex life, or sexual orientation. [↑](#footnote-ref-2)
3. GDPR recital 32 states that silence, pre-ticked consent boxes or assumptions of consent will **not** be considered valid for processing data. [↑](#footnote-ref-3)