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**<Insert - *TITLE OF RESEARCH PROJECT*>**

**PARTICIPANT INFORMATION**

A research study is being conducted at Canterbury Christ Church University (CCCU) by *<your name and (if relevant) the names of any co-researchers*>.

Please refer to our [Research Privacy Notice](https://www.canterbury.ac.uk/university-solicitors-office/data-protection/privacy-notices/privacy-notices.aspx) for more information on how we will use and store your personal data*.*

**Background**

*<Set out the background to your study and the main aims, taking care to use plain English (avoid using complex/technical terms and acronyms wherever possible). Is this a funded research project? Please state here who the funder is and any third parties you will be working with on the project. Remember that the language you use here must be clearly understood by all potential participants to allow their informed consent to be given>*

**What will you be required to do?**

Participants in this study will be required to *<list what will be required of them – sufficient detail to allow informed consent is required>*

**To participate in this research you must:**

*<Give a bullet point list of the eligibility criteria for participation in the study>*

**Procedures**

You will be asked to *<give details of what you want your participants to do e.g. complete an online questionnaire, take part in a focus group. What, when, how, where etc>*

**Feedback**

*<Give details of any feedback that you will provide to participants>*

**Confidentiality and Data Protection**

The following categories of personal data (as defined by the [General Data Protection Regulation](https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/) (GDPR)) will be processed:

* *<state the personal data categories that will be collected and processed>*.

We have identified that the public interest in processing the personal data is:

* *<describe briefly why the processing of personal data is necessary>.* Personal data will be used *<state how personal data is to be used>*.

Data can only be accessed by, or shared with:

* *<state whom (role not individuals) can access the data inside the organisation; this will normally be at least the same person(s) listed in the initial paragraph of this sheet and any co-researchers. For students it will also include your supervisor and examiner as a minimum. Please also include any third parties/organisation(s) you may share the data with. Please also state here if data will be transferred outside of the European Economic Area (EEA)-if this is the case identify and provide details of the recipients and the reason for this>*.

The identified period for the retention of personal data for this project:

* *<state the length of time personal data will be kept for and the reason why. This only applies to personal data and may be different from the retention period for other research data>*.

If you would like to obtain further information related to how your personal data is processed for this project please contact *<insert name and contact details of the main contact for the project>*.

You can read further information regarding how the University processes your personal data for research purposes at the following link: Research Privacy Notice - <https://www.canterbury.ac.uk/university-solicitors-office/data-protection/privacy-notices/privacy-notices.aspx>

**Dissemination of results**

*<Explain, if known, how the results of the study will be published or otherwise disseminated. Any PhD or MA thesis will be published in the CCCU library and that should be referenced here>*

**Process for withdrawing consent to participate**

You are free to withdraw your consent to participate in this research project at any time without having to give a reason. To do this *<state the process for withdrawal here. This may be as simple as the participant sending an email, or it may be more complex in the case of online surveys, audio and visual recordings etc>.*

You may read further information on your rights relating to your personal data at the following link: Research Privacy Notice - <https://www.canterbury.ac.uk/university-solicitors-office/data-protection/privacy-notices/privacy-notices.aspx>

**Any questions?**

Please contact *<name of lead researcher>*on*<CCCU phone and CCCU email contact details; avoid giving personal contact details. Give the name of your University Department and its mailing address. For students please also include your supervisors contact details here>.*