



Disclaimer: although we have tried our best to make the form widely applicable, different policies and regulations apply depending on your country and/or institution. Therefore, we would advise you to consult your institution's privacy advisor or ethics committee prior to using our template.

Informed consent form

We ask you to participate in a research study titled '[title research project]'. The purpose of the study is to [provide a brief description of the project, using plain language.]

What does your participation entail?

[Explain in nonscientific language what the participant will be asked to do during the study or how they will be recorded. Indicate the participant's time commitment as well (if any)].

Participation in the project is voluntary and you may withdraw your participation at any time. For more information about your rights, please see the appendix on page [#].

What personal data will we collect from you?

For the purposes of this research project, we collect the following data: [explain what (categories of) personal data you will collect and how they will be used. If the research involves the processing of [special categories of personal data](#), mention these here as well. For example:

- We will collect your name and email address, only to be used for correspondence with the main researcher.
- We will make video recordings of the conversation at the dinner table, used for the purposes of analysis and potential reuse (see below).
- There is a chance that the topic of the conversation at the dinner table steers towards political or ideological topics. In accordance with the GDPR, we need your permission to process conversations on these particular topics. You can do so by checking the corresponding box at the end of this document.]

What will happen to your personal data?

During the research project, [explain what will happen to the categories of data mentioned above after they have been collected. Clearly state that they will be securely

stored and mention who will have access to the data. Declare that you may present some of the data publicly at conferences, in data sessions or in publications, but that the identity of the participants will not be revealed in published reports.]

After the research has been completed, your data will be preserved for at least ten years (after the final publication) in a repository for verification purposes.

We believe that research should be as open as possible. Therefore, we would like to make [specify which data, e.g., the video recordings] available to other researchers so that they can use the data for similar research projects. Other researchers will only gain access to the data if [specify the conditions, e.g., if they sign an agreement promising to preserve the confidentiality of the data]. You can agree to this by checking the corresponding box at the end of the document.

Risks and discomforts

[Describe in nonscientific language any reasonably foreseeable risks or discomforts (physical, emotional, social, economic, legal; otherwise: state that you do not anticipate any risks from participating in this research)]

Compensation

[Indicate whether or not the participant will receive compensation or payment for being in the study. If the participant will not receive any compensation, state that there is no payment for taking part in the study.]

Consent

- I have read the above information and have received answers to any questions I asked.
- I consent to participate in the research project and to the processing of my personal data.
- I consent to the use of my personal data by other researchers and for other research projects.
- (optionally) I consent to the processing of [special category/categories of personal data, e.g. "my political or ideological opinions"].

Your name: _____ Your signature: _____

Date: ____ / ____ / _____

Appendix informed consent form

1. We process your personal data in accordance with applicable privacy legislation, including the General Data Protection Act (GDPR) and the General Data Protection Implementation Act (UAVG).
2. [Name legal processor] is responsible for the data processing operations described in this informed consent form. [Name legal processor] has its registered office at [address] in [place] and is registered with the Chamber of Commerce under number [number].
3. We process your personal data on the basis of the following legal ground: informed consent. You have the right to withdraw your consent at any time by contacting the main researcher via the contact details below.
4. On the basis of the GDPR you have the right – under certain conditions – to access your personal data that we process, to correct your personal data if it contains factual inaccuracies, to delete your personal data, to limit the processing of your personal data, to portability of your personal data and to object to the processing of your personal data. If you wish to exercise any of these privacy rights, you can contact the Data Protection Officer of [name legal processor] at [contact details Data Protection Officer].
5. Your personal data will not/will be transferred to international organisations or countries outside the European Economic Area (EEA). The EEA includes all EU countries plus Norway, Liechtenstein and Iceland. Transfers of personal data between these countries are not subject to additional rules under the General Data Protection Regulation (GDPR).
6. This research project has been evaluated by [name ethics committee] of [name faculty, name university]. The main researcher confirms that the research complies with [name ethics policy document or guidelines + link]. The project is registered at the ethics committee under the following number: [number].
7. In case you have any questions or a complaint, please contact the main researcher of the research project: [name and contact details of the main researcher]. Alternatively, you may contact the Data Protection Officer of [name legal processor] (contact details above).