**Public Task: Consent Form**

**Qualitative Face to Face or Online via e.g. MS Teams**

**Identification Code: XXXX – as personal data IS collected**

**Note: Provide signed copy for the Participant. Scan and store signed Copy on a University Secured System.**

**Title of Research Study:**

**Please delete statements below, as applicable**

|  |  |
| --- | --- |
|  | State Yes/No |
| I confirm I have read and understood the why the research is being conducted, its legal basis and now long it will take. |  |
| I confirm that I am 18 years of age or older. |  |
| I have had the opportunity to consider the information, ask questions and if I asked questions, I have had these answered to my satisfaction. |  |
| I understand that my participation is voluntary and that I know I am free to withdraw at any time before, during and after the research session by …… (or) within … weeks/days of my participation, without giving any reason, and without my legal rights being affected.  |  |
| I understand that my personal data will not be stored or revealed in the final report for this research study, and that my contribution will be given a pseudonym within it and I will be known as Participant 1F (female) for example and other identifying factors such as age 28 years old will be changed to between 21 to 30 years old.  |  |
| I give permission for the interview to be voiced recorded and the researcher may use a pseudonym for direct quotes; if appropriate, in the research outputs [This may not apply for ‘street’ surveys or questionnaires] |  |
| I certify that I have been informed, either verbally, or through the Participant Information Sheet, who will see my data and who it will be shared with and how it will be disposed of. I understand my personal data will not be shared with a 3rd Party.  |  |
| I understand my research data will be collected, process and held on Leeds Beckett University secure systems which uses Multi-Factor Authentication (MFA). |  |
| I certify that all information shared by other participants within a focus group will be treated with respect and will not be shared, by me, outside the focus group meeting. [For focus groups you may wish to include the above sentence]  |  |
| I have been provided, via the Participant Information Sheet, with details of Leeds Beckett’s Confidentiality and Data Protection compliance protocols, including EU General Data Protection Regulation 2016 (‘GDPR’) and in UK law under the Data Protection Act 2018 (DPA). I also know the Legal Basis/Bases under which this research is being undertaken is:…..............................(state)  |  |

By signing this consent form/giving verbal consent/giving consent by email I agree to take part in the research study named at the top of this page.

Name of person giving consent (Please print your name here):

Date:

Signature:

Researcher:

Date:

Signature: