**[Title of Project] Privacy Notice and Consent Form**

Title of Project: \_

Name of Researcher: \_

Email: \_

**Privacy Notice:**

**Your Personal Data**  
The University of Glasgow will be what’s known as the ‘Data Controller’ of your personal data processed in relation to your participation in the research project “\_”. This privacy notice will explain how The University of Glasgow will process your personal data.

**Why we need it**  
We are collecting basic personal data such as your name and contact details to conduct our research. We need your name and contact details to arrange visual focus groups and interviews. In some cases, we will record audio of the research project. No other personal data will be collected.

We only collect data that we need for the research project and will de-identify your personal data from the research data (your answers given during the interview, for example) through pseudonymisation. We will not keep personal data after pseudonymisation and organising interviews.

**Legal basis for processing your data**   
We must have a legal basis for processing all personal data. For any special categories data collected we will be processing this on the basis that it is **necessary for archiving purposes, scientific or historical research purposes or statistical purposes.**

Alongside this, to fulfil our ethical obligations, we will ask for your **Consent** to take part in the study Please see accompanying **Consent Form**.

**What we do with it and who we share it with**  
Security measures are in place to ensure that your personal data remains safe: pseudonymisation, secure storage, and encryption of files and devices. Please consult the **Consent form** which accompanies this notice.

**How long do we keep it for?**

Your **personal** data will be retained by the University only for as long as it takes to process your interview and pseudonymize the data we received from you. After this time, personal data including any recordings will be securely deleted.

Your **research** data will be retained for a period of ten years in line with the University of Glasgow Guidelines. Specific details in relation to research data storage are provided on the Consent Form which accompany this notice.

End of Privacy Notice \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Consent Form:**

Thank you for participating in our user research.

We will be recording your session to allow the rest of the research team to observe and benefit from your input.

**Our team agrees that:**

* All names and other material likely to identify individuals will be anonymised or given a pseudonym.
* Any material that could lead to the identification of a participant will be treated as confidential and kept in secure storage at all times.
* The material may be used in future publications or reports, both print and online.
* Other authenticated researchers will have access to this data only if they agree to preserve the confidentiality of the information as requested in this form.
* We acknowledge the provision of a Privacy Notice in relation to this research.

**Please read the following statements:**

* Iconfirm that I have read and understood the Privacy Notice for the above study and have had the opportunity to ask questions.
* I understand that my participation is voluntary and that I am free to withdraw at any time, without giving any reason.
* I understand that this session will be recorded. I acknowledge that any research data created from these sessions could be scanned and turned into digital files/The team will analyse the recording for the purpose of improving \_ and could share anonymised clips where appropriate for reporting purposes./Etc.
* I acknowledge and understand that my participation will be referred to by pseudonym or anonymised and my personal data will not be retained beyond setting up and processing the interview.
* I acknowledge that the anonymized research data (notes, data diaries, recordings, etc.) and study results will be used in reporting purposes for the University of Glasgow.

I agree to take part in this research study following these statements above

Name of Participant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Researcher: \_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reward Receipt:**

I confirm that I have received ………………………………………………………………. in reward for my participation in this research.

Signature: ………………………………………………………….

Date: ………………………………………………………….