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| **Participant Information Sheet**  [TITLE OF PROJECT] |
| It is important to be aware of the information that is provided by the Department of Psychology about the general terms and conditions that apply with respect to the processing of personal data.  Please consult:  <https://wiki.york.ac.uk/display/PsySharedDocs/Key+information+about+GDPR>    [If you are collecting personal data and do NOT follow the default procedures described  on the Wiki page, please explain your procedures regarding data storage, security, and  retention here]. |
| 1. **Background**   The University of York [name of supervisor/PI] would like to invite you to take part in the following research project.  Before agreeing to take part, please read this information sheet carefully and let us know if anything is unclear or you would like further information.  [For online studies add:] If you have any questions or want to discuss any aspect of the study please contact [supervisor name/PI] ([supervisor/PI contact details]) before completing the consent form. |
| 1. **What is the purpose of the study?**   The study is designed to [explain your research aims]  The study [specify succinctly and clearly what the participant will have to do]  [For studies that ask sensitive questions add:]  This study uses [explain why the questions/materials might be sensitive]. If you think these [questions/materials] might negatively affect you, please do not take part in this study. You are also free to stop the study at any time before completion without providing a reason. [If relevant, explain that no individual feedback on performance will be given.] |
| 1. **Why have I been invited to take part?**   You have been invited to take part because you are 18 years or older and [edit] |
| 1. **Do I have to take part?**   No, participation is optional. If you do decide to take part, you will be [given a copy of this information sheet for your records] OR [given the option to download a copy of this information sheet HERE]. You will be asked to complete a participant consent form. If you change your mind at any point during the study, you will be able to withdraw your participation without having to provide a reason.  [For online studies, please use one of the following]  You can withdraw at any time before study completion by closing the screen. Data will be stored anonymously. We are therefore not able to remove your responses after study completion.  OR  You can withdraw at [any time OR until a specific date]. At the start of the study you will be asked to create and enter a personal (anonymous) code. If you would like to remove your data at a later date, please contact [Supervisor’s/PI’s name] with your unique code. |
| 1. **Will you share my data with 3rd parties?**   No. Data will be accessible to the project team at York only.  [If you plan to share anonymised data publicly on e.g., OSF, explain that you will only share anonymised data and no personal data.]    **OR**    Yes. The following third parties will have access to your data for the following purposes [edit]  Anonymised data may be reused by the research team or other third parties for secondary research and/or teaching purposes. |
| 1. **Will you transfer my data internationally?**   No.  OR  [Specify exactly the sort of international data transfer that will be undertaken and why] |
| 1. **Will I be identified in any research outputs?**   No  OR  Not without your written consent. |
| 1. **Recompense**   To recompense you for taking part in this research  [You will be assigned x hours of course credit]  [You will be paid £x using [cash/vouchers/bank transfer/other form of payment] ]  [The research team will pay for expenses associated with your involvement in this research.]  **[If you are paying participants through e.g., vouchers, please also include the following information (see participant payment information sheet on the wiki). Collection of personal data for payment is not needed for studies on Prolific or for course credit]:**  In order to pay participants, we are now required to ask for their home address (in addition to their name and email address) to meet HMRC requirements. To be paid for this study, we therefore ask you to provide us with this information. If you do not want to share this, we kindly ask you not to take part.  Your data (name, email address, and home address) will be shared with the administration team in the Department of Psychology so that they can process the payment. In line with HMRC retention requirements, these data will be kept for seven years. Your data will not be shared with others and will not be used for any other purposes. They will also be saved separately from the data collected in this study. For more information about processing of personal data, please see https://wiki.york.ac.uk/display/PsySharedDocs/Key+information+about+GDPR    **Further information about payments:**  Please be aware that if you are paid more than £1000 over the course of a year, you will need to complete a Self-Assessment form for HMRC. Being paid for involvement in research is likely to have implications for you whether you are currently employed, unemployed, receiving state benefits or retired. The payment you receive will be treated as earnings by HMRC. There are a number of ways in which receiving payment for involvement may affect your current financial situation. You can find more information about this here: https://www.nihr.ac.uk/documents/payment-guidance-for-members-of-the-public-considering-involvement-in-research/27372#Section\_8\_-\_Sources\_of\_information\_and\_advice  For information and guidance concerning your personal tax obligations, please see the following resources:  **NIHR Payment guidance for members of the public considering involvement in research** <https://www.nihr.ac.uk/documents/payment-guidance-for-members-of-the-public-considering-involvement-in-research/27372#The_implications_of_being_paid_for_involvement>  **Benefits Advice Service** This free, confidential and personalised service is coordinated by the Bedford Citizens Advice Bureau to support members of the public whose welfare benefits may be affected by payment for involvement.  The service:   * provides advice based on the benefits you are receiving, to help you decide if and how you want to get involved in research or receive payment for your involvement * supports you should you need to make contact with the Department for Work and Pensions, or other benefits agencies about payments for involvement  **How to access the Benefits Advice Service** For more information on how to access this service, please contact the NIHR Centre for Engagement and Dissemination ced@nihr.ac.uk or call 020 88437117.   * tell us the name of the NIHR organisation you are involved with, or the name of the NIHR programme funding the research project you are involved with * we do not need to know anything about your benefit situation * we will give you an email address (or telephone number) so that you can contact the Benefits Advice Service directly * We will also give you a code – please give this code to the service when you contact them * the service prefers that the first contact is by email if possible – the service will then arrange a time to call you. * if you do not know if the organisation you are involved with is part of the NIHR, please contact the person who asked you to get involved   Taken from: NIHR Payment guidance for members of the public considering involvement in research, (March 2021)  <https://www.nihr.ac.uk/documents/payment-guidance-for-members-of-the-public-considering-involvement-in-research/27372#Section_8_-_Sources_of_information_and_advice> |
| 1. **Questions or concerns**   If you have any questions about this participant information sheet or concerns about how your data is being processed, please contact [Supervisor’s/PI’s Name] in the first instance. If you are still dissatisfied, please contact the University’s Acting Data Protection Officer at dataprotection@york.ac.uk.  Contact Details: [Supervisor’s/PI’s Name] Department of Psychology,  The University of York, York, YO10 5DD  Phone: 01904 32xxxx E-mail: [edit] |