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| **Headteacher Information Sheet**  [TITLE OF PROJECT] |
| It is important to be aware of 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>  This document explains why we are doing in this research project and sets out what will be involved for the school and the children. We will also provide copies of the information and consent forms that we would like to issue to parents/guardians of the children.  Please note that if, in the course of our study, we discover something that raises concerns about the children’s safety or the safety of others, we are obliged to seek further expert help and advice. |
| 1. **Background**   The University of York [name all other collaborators here] would like to invite you to allow certain children at your school 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. |
| 1. **What is the purpose of the study?**     The study is designed to [edit] |
| 1. **What sort of children are we seeking to involve?**     This request relates to a research project that depends on testing children [of the following profile] … |
| 1. **Who will give consent for a child to take part?**     We will obtain consent from the parent or carer and from any child aged 16 years or under (see attached form(s)). It will be made clear that the study is entirely voluntary and, even having given consent, that any child is free to stop participating at any time without giving a reason. We also need your consent to proceed with the study, and similarly, you can withdraw your school from participation at any time during data collection. |
| 1. **What will the children be asked to do?**   [Describe in non-technical terms what the child will be asked to]  We will take every care to reduce to a minimum any foreseeable disruption to the school routine. We will need [add requirements for testing space, etc.]  Every effort will be made to ensure that the research sessions are as enjoyable and relaxed as possible for the children. The total testing time should not exceed [time] |
| 1. **Who will run the testing sessions?**   All our researchers have Disclosure and Barring Service (DBS, formerly, Criminal Record Bureau, CRB) clearance for working with children. [Experimenter(s)] will meet with and test the children taking part. |
| 1. **Will you share my child’s data with 3rd parties?**     No. Data will be accessible to the project team at York only.    **OR**    Yes. The following third parties will have access to the 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 the data internationally?**     No.    OR  [Specify exactly the sort of international data transfer that will be undertaken and why] |
| 1. **Will my child be identified in any research outputs?**   No  OR  Not without your written consent. |
| 1. **Questions or concerns**     If you have any questions about this information sheet or concerns about how your child’s data is being processed, please contact [edit – PIs 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: [PI’s Name] Department of Psychology,  The University of York, York, YO10 5DD  Phone: 01904 32xxxx E-mail: [edit] |