# USER Research Consent Form

Thank you for taking part in our research.

This consent form will help you to understand the purposes of our research. It also outlines how we will use the data that results from your participation.

## Information

### Why we are we doing research?

|  |  |
| --- | --- |
| Who are we? | [Name of charity] |
| What are the aims of the research we are doing? | [Description of the problem you are trying to solve] |

### Your participation

|  |  |
| --- | --- |
| What research will you be taking part in? | [What type of research you will conducting with them, eg. Interviews. What do you expect them to do?] |
| When will the research take place? | [When will the research happen, date and time] |
| How will we be capturing your contributions to our research? | [Confirm if you will be taking notes, recording interviews, or taking photos] |
| What if you don’t want to take part anymore? | [Explain how the participant can withdraw consent at any time during or after the session. Include the steps they need to take.] |

### How we will use this research

|  |  |
| --- | --- |
| What will we use the results of the research for? | [Detail what you will use the results of the research for] |
| Will we share the results of the research with anyone else? | [Confirm if you will share results of research with partners or stakeholders. Detail what you will share. Whether you will share pattern findings, interviews, video or audio clips etc. If you are sharing video or audio clips make it clear they are hard to anonymise] |

### Your Data

|  |  |
| --- | --- |
| Where will we store the data captured during the research? | [Confirm how you will store data captured during the research. List any third-party software such as Google Apps for Business and Microsoft Teams. Your use of these services means that the data is stored outside of the UK and European Economic Area and people need to know this] |
| How long will we store the data for? | [Confirm the length of storage time and what happens at the end of that period] |
| How can you ask for your data to be deleted? | [Detail how they can ask for data deletion. Outline the steps they need to take.] |
| How can you ask for a copy of your data? | [Detail how they can ask for a copy of their data. Outline the steps they need to take.] |

**The personal data you provide will only be used as outlined in this form.**

## Declaration

|  |  |
| --- | --- |
| Who to return this form to and how? | [Tell them how to return it and who to] |
| Who to contact if you have any questions about the research? | [Let them who to contact and how with questions about the research.] |

### Making notes and recordings

Please tick to confirm you agree with each of these.

*[Remove any rows that are NOT relevant to you - only ask for the things you need, not things you don’t need]*

|  |  |
| --- | --- |
| Do you consent to [insert your charity name] using the notes from this session for the purposes of the research outlined above? |  |
| Do you consent to [insert your charity name] recording the session and using that recording for the purposes of the research outlined above? |  |
| Do you consent to [insert your charity name] using and sharing anonymised quotes for the purposes of the research outlined above and related publicity of the project? |  |
| Do you consent to keeping this research experience private? This means not discussing it in person or in writing including on social media.The following things must remain confidential:{List these things} |  |

**Declaration**

|  |  |
| --- | --- |
| Your name: |  |
| Date: |  |
| Signature: |  |

If we have sent this form by email, you do not need to print and sign it.

Instead return the completed form by email with an X in the signature box.