*This is a template for informed consent when processing personal data in research projects.*

*It can be used for surveys, observation, interviews, sound recordings, etc.*

*NB! Information must be concise and easily for the reader to understand.*

*Use clear and simple language, headings and bullet points, active (not passive) language, avoid foreign words.*

***Colour codes****:*

*Blue text – replace this with your own text (or delete if not relevant)*

*Black text – necessary information, can be reformulated but not deleted*

Are you interested in taking part in the research project

 ***“(insert title of project)”*?**

# Purpose of the projectYou are invited to participate in a research project where the main purpose is to *[Insert description of the project purpose]*.

*Briefly outline the project’s objectives / research questions*

*Indicate whether it is a research project, a doctoral thesis, a bachelor’s/master’s thesis, other student project etc.*

*If you or others will use the collected personal data for other purposes (e.g. teaching or other research projects), describe these other purposes.*

**Which institution is responsible for the research project?**

*[Insert name of the institution(s)]* is responsible for the project (data controller).

*If applicable, provide names and describe cooperation with other institutions, external partners, joint data controllers etc.*

**Why are you being asked to participate?**

*Describe how the sample has been selected (population, selection criteria and how many people have been asked to participate), so that it is clear why the person is receiving this inquiry*

*If applicable, indicate whether you have received the person’s contact details from another (and indicate any approval/permission obtained in order to do this), or whether another has sent out this information letter on your behalf.*

# What does participation involve for you?

*Describe the methods (online/paper-based survey, interview, observation, etc.), the scope, what type of information will be collected and how the information will be recorded (electronically, on paper, sound/video recording), e.g.:*

*« If you chose to take part in the project, this will involve that you fill in an online survey. It will take approx. 45 minutes. The survey includes questions about (describe the most important questions/topics). Your answers will be recorded electronically»*

 *If applicable, indicate that you also will collect information about the participant from other sources – such as registers, records/journals, educational records, other project participants, etc., e.g.:*

 *«I will also ask your teacher to provide information about you in an interview. It will be information about (describe the most important questions/topics). I will record the interview and will take notes»*

*If children will participate, provide information that parents/guardians may on request see the survey/interview guide etc. in advance.*

*If there are multiple groups of participants, be clear about what participation will involve for each group, or give a separate information letter to each group.*

**Participation is voluntary**Participation in the project is voluntary. If you chose to participate, you can withdraw your consent at any time without giving a reason. All information about you will then be made anonymous. There will be no negative consequences for you if you chose not to participate or later decide to withdraw.

*Expand on this if the person being asked to participate is in a situation where they are dependent on the person asking. E.g. «It will not affect your treatment at the hospital / your relationship with your school/teacher, place of work/employer etc.(..)»*

**Your personal privacy – how we will store and use your personal data**

We will only use your personal data for the purpose(s) specified here and we will process your personal data in accordance with data protection legislation (the GDPR).

* *Describe who, in connection with the institution responsible for the project, will have access to the personal data (e.g. the project group, student and supervisor, etc.)*
* *Describe which measures you will take to ensure that no unauthorized persons are able to access the personal data, e.g. «I will replace your name and contact details with a code. The list of names, contact details and respective codes will be stored separately from the rest of the collected data», you will store the data on a research server, locked away/encrypted, etc.*

*If applicable, indicate:*

* *the name of the data processor that will collect/work with/store data, e.g. online survey provider or transcription service*
* *that persons from other institutions will be given access to the collected personal data, name the institutions and what type of information they will have access to (e.g. whether they will have access to data that can be directly linked to individual participants, or to collected data that has been de-identified)*
* *that personal data will be processed outside the EU (e.g. fieldwork, analysis, cloud computing, conferences), name the institution and country, describe security measures.*

*Describe whether participants will be recognizable in publications or not, and to what extent. If applicable, indicate what type of personal information will be published (e.g. name, age, occupation etc.).*

**What will happen to your personal data at the end of the research project?**

The planned end date of the project is *[insert approximate date]. Describe what will happen to the personal data, including any digital recordings, at the end of the project.*

*If the collected data will not be anonymised at the end of the project: indicate the purpose of further storage/use of personal data (e.g. verification, follow-up studies, archiving for future research),indicate where the personal data will be stored, who will have access to it, and the date for anonymisation (or, if applicable, specify that the personal data will be stored indefinitely and give a reason for this).*

**Your rights**

So long as you can be identified in the collected data, you have the right to:

* access the personal data that is being processed about you
* request that your personal data is deleted
* request that incorrect personal data about you is corrected/rectified
* receive a copy of your personal data (data portability), and
* send a complaint to the Norwegian Data Protection Authority regarding the processing of your personal data

**What gives us the right to process your personal data?**

We will process your personal data based on your consent.

Based on an agreement with *[insert name of institution responsible for the project]*,The Data Protection Services of Sikt – Norwegian Agency for Shared Services in Education and Research has assessed that the processing of personal data in this project meets requirements in data protection legislation.

**Where can I find out more?**

If you have questions about the project, or want to exercise your rights, contact:

* *[Insert name of institution responsible for the project]* via *[insert name of the project leader]. For student projects you must include contact details for the supervisor/the person responsible for the project, not just the student.*
* Our Data Protection Officer: *[insert name of the data protection officer at the institution responsible for the project]*

If you have questions about how data protection has been assessed in this project by Sikt, contact:

* email: (personverntjenester@sikt.no) or by telephone: +47 73 98 40 40.

Yours sincerely,

Project Leader Student (if applicable)

(Researcher/supervisor)

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**Consent form**

*Information to the project – delete after reading: Consent can be given in writing (including electronically) or orally. NB! You must be able to document/demonstrate that you have given information and gained consent from project participants i.e. from the people whose personal data you will be processing (data subjects). As a rule, we recommend written information and written consent.*

* *For written consent on paper you can use this template*
* *For written consent that is collected electronically, you must choose a procedure that will allow you to demonstrate that you have gained explicit consent (read more on our website)*
* *If it is necessary/more appropriate to provide oral information and gain oral consent (e.g. for research in oral cultures or with people who are illiterate) we recommend that you make a sound recording of the information and consent.*

*If a parent/guardian will give consent on behalf of their child, or someone without the capacity to consent, you must adjust the information letter and consent form so that this is clear. Remember that the name of the participant must be included.*

*Adjust the checkboxes below so that they fit your project. It is possible to use bullet points instead of checkboxes. However, if you intend to process special categories of personal data (sensitive personal data) and/or one of the last three points in the list below is applicable to your project, we recommend that you use checkboxes. This because of the requirement of explicit consent.*

I have received and understood information about the project *[insert project title]* and have been given the opportunity to ask questions. I give consent:

* to participate in *(insert method, e.g. an interview)*
* *to participate in* *(insert other methods, e.g. an online survey) – if applicable*
* *for [indicate who] to give information about me to this project – if applicable*
* *for information about me to be published in a way that I can be recognised (describe in more detail)– if applicable*
* *for my personal data to be stored after the end of the project for (describe purpose(s)) – if applicable*

I give consent for my personal data to be processed until the end of the project.

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(Signed by participant, date)