

DD/MM/YYYY

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# Template for information sheet for research participants

**An information sheet template is provided below. It includes the types of information that must be included on an information sheet for research participants. The template is based on the “stödmall forskningspersonsinformation” from the Swedish Ethical Review Authority. To comply with the duty to provide information under the GDPR, the template also includes information about the processing of personal data.**

**Before you use the proposed wording, please ensure that it is appropriate for your research project. Do not deviate from the proposed wording relating to personal data processing unless you have ensured that what you write complies with current regulations.**

**Information for research participants must be clearly worded and adapted to their level of comprehension, so try to avoid difficult words and abbreviations that are not generally known. Try to limit the information to a few pages.**

**If possible, you should repeat the information to research participants orally. Give them the opportunity to ask questions.**

**Please note that these instructions must not be appended when you give information sheets to research participants. All text highlighted in yellow and all the comments containing instructions must be removed. Highlighted text shows where you need to amend the text to fit your research project. The sentence "*Proposed wording*" must be removed before the information sheet is given to research participants.**

**If you have any questions relating to the content of the information sheet, please contact the university’s data protection officer via** [**dataskydd@sh.se**](mailto:dataskydd@sh.se)**.**

# Information about participation in the [state project name] research project

## **Information about the project and how participants are selected**

*Proposed wording*

I/we am/are researcher(s)/doctoral student(s) at [state the institution or equivalent] at Södertörn University. I/we wish to ask for your participation in a study as part of a research project called [state project title]. Through this project, I/we want to [state the project’s aim]. I/we am/are asking you if you want to participate because you [state reason]. I/we have accessed this information via [state how information was retrieved].

Södertörn University is the entity responsible for research. The entity responsible for research is the organisation that is responsible for the project. The project is funded by [state any financiers and their aim].

## **What does participation in the study entail?**

*Proposed wording*

If you agree to participate, it will entail [description of participation from the research participant’s perspective: what is required of them, which methods will be used, how much time it will take, have many questionnaires/interviews/tests/samples, etc. will be undertaken and when, where and how this will take place]. Because the project [state how any risks arise], participation may expose you to some risks [state short term and long-term risks, such as discomfort, pain, emotional impact, breaches of privacy, etc.]. To minimise the risk of any of this happening, those of us responsible for the project will [state the measures that will be taken to minimise risk]. If any of this happens anyway, I/we will [state how any problems will be managed, e.g. whether the study could be interrupted or whether follow-up examinations or meetings will be offered].

## **Information about the study’s results**

*Proposed wording*

You will be able to access the results of the study by [state how participants can access the results and in what format]. [State whether data will be made available and, if so, how.]

## **Personal data processing**

*Proposed wording*

If you choose to participate, the project will process the following personal data about you: [state which personal data will be processed as part of the project]. The purpose of this personal data processing is [state the purpose of the processing]. Personal data will be collected via [state how and from where personal data will be collected]. Personal data will be processed in accordance with the EU’s General Data Protection Regulation 2016/679 (GDPR) and supplementary national legislation.

Södertörn University is the controller for the processing of your personal data [the information must state whether there are several entities responsible for research in the project, e.g. “Södertörn University and Stockholm University are the controllers for the processing of your personal data”]. The legal basis for personal data processing is [state legal basis. The recommended legal basis is that processing is necessary for a task in the public interest, Article 6.1 e.] under the EU’s General Data Protection Regulation, article 6.1. [where necessary state different legal bases for different parts of the processing. Remove if irrelevant.]

Personal data will be stored [state how personal data will be stored at the various stages of the project and specifically whether they will be transferred to a third country, i.e. outside the EU/EEA. If you are planning to transfer personal data to a third country, you should contact the university’s data protection officer, dataskydd@sh.se].

To enable the project to be conducted, certain people will have access to this personal data [state who will have access to which data according to their roles in the project. If possible, avoid listing specific individuals.]. The data will be processed in a manner that prevents unauthorised people from accessing them. Södertörn University is a public authority and is covered by the principle of public access. This means that documents at the university that contain your personal data may be provided to people who request them. A confidentiality review is always conducted before documents are handed over.

[If data will be added to a platform for storage and accessibility, describe how this will be done, e.g. which data will be added and who will be able to access them.].

When the project is complete, the data collected and processed as part of the project will be saved for at least [state how long the material will be saved. Use the university’s information management plan to determine how long the material should be saved. Contact [arkivarie@sh.se](mailto:arkivarie@sh.se) for more information]. [State whether the material to be saved will include personal data and, if so, whether these will be “pseudonymised”]. If the material is assessed as having lasting value, it will be preserved for posterity.

Under the EU’s General Data Protection Regulation, and supplementary national legislation, you are entitled to:

* withdraw your consent without this affecting the legality of the processing conducted in accordance with the consent prior to it being withdrawn [only use this wording when consent is the legal basis for processing personal data. Remove this part if consent is not the legal basis]
* request access to your personal data
* have your personal data corrected
* have your personal data erased
* have the processing of your personal data limited
* object to the processing of your personal data

In some circumstances, the GDPR and supplementary national legislation permit exceptions to these rights. The right to access your data may, for example, be limited by secrecy legislation, and the right to have data erased may be limited by legislation on archiving.

If you wish to claim any of these rights, you must contact the researcher responsible for the project [state contact details] or the data protection officer at Södertörn University (dataskydd@sh.se).

If you are unhappy about how your personal data is processed you can submit a complaint to the supervisory authority, the Swedish Authority for Privacy Protection. You can contact them via email [imy@imy.se](mailto:imy@imy.se) or by calling +46 (0)8 657 6100. More information is available on their website ([www.imy.se](http://www.imy.se)).

## **Insurance and compensation**

(…)

## **Participation is voluntary**

*Proposed wording*

Participation in the project is entirely voluntary. You may choose to withdraw from it at any time and you do not need to say why. If you choose to withdraw, this will not affect [state things that the research participant could believe will be affected by terminating their participation, such as future healthcare, treatment teaching, grades, relationship to the organisation or person]. If you no longer wish to take part, you must inform the person responsible for the project. Please use the contact details below.

## **Contact information**

The researcher/researchers responsible for the project is/are [state name and contact details for the researcher responsible for the project]