**Participation information document**

**Project title**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This document is concerned with research conducted at the Faculty of Humanities of the Vrije Universiteit Amsterdam (VU) which involves the use of personal data. The VU attaches great importance to the protection of your privacy and the security of your personal data. In this participation information document, it is outlined how your personal information will be handled. Your personal data will be processed in accordance with the General Data Protection Act (GDPR) and the General Data Protection Implementation Act (UAVG).

**1. Purpose of the research**

The purpose of the research is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. [provide a clear, concise explanation in non-scientific language of the purposes of the research]

**2. What does your involvement entail?**

[explain in a non-scientific language what will be happening to the participant and what they will be asked to do during the study. State the participant’s time commitment as well. Specify that participation in the project is voluntary and that the participant may withdraw their involvement at any time]

**3. Compensation**

[indicate whether or not the participant will receive compensation or payment for being in the study. If the participant will not receive any compensation, state that there is no payment for taking part in the study]

**4. What happens to your personal details?**

For the purposes of this research, we collect the following data: \_\_\_\_\_\_\_\_\_\_ [Explain what type(s) of data you are going to gather (e.g. audio/video/photographs) and why.] In accordance with GDPR regulations, we will not collect more personal data than is necessary for answering the questions relating to the study. We attach great importance to the protection of your privacy. Therefore, \_\_\_\_\_\_\_\_\_

* Explain how you are going to guarantee the privacy of the participant by pseudonymizing or anonymizing the data. Explain where you will store the data during the research project.
* Explain where you will store the data after the research project.
* Explain how long you will store the data (note that for scientific integrity research data should be archived for ten years). What happens to the data after said period.
* Explain the use and sharing of the data beyond the research analysis (e.g. in publications, presentations, or other promotional purposes)]

**5. Who has access to my personal data?**

The personal data will only be accessed by employees of the VU who by reason of their function have a role in the processing of your personal data for the abovementioned purposes and for whom it is necessary that they have access to the personal data. These are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [provide the names of people who will have access to the data, e.g. supervisor/project leader etc.].

**6. Risks and discomforts**

[Describe in a non-scientific language any reasonably foreseeable risks or discomforts (physical, emotional, social, economic, legal; otherwise: state that you do not anticipate any risks from participating in this research]

6a. Chance findings (optional)

During the research, we may come across chance findings that could be of importance to your health. If this is the case, we will notify your doctor or your health physician (if applicable). Therefore, we kindly ask you to fill in the contact details of your doctor or your health physician (if applicable). Please note that if you do not provide this information, participation in this research project is not possible.

**7. Rights of the participant and ethics review**

Participation is voluntary. On the basis of the GDPR the participant has the right – under certain conditions – to access their personal data that we process, to correct their personal data if it contains factual inaccuracies, to delete their personal data, to limit the processing of their personal data, to portability of their personal data and to object to the processing of their personal data. However, the data you have provided us with up until that point may be used for the purposes of the research.If the participant wishes to exercise their privacy right, they should contact Data Protection Officer of the VU (details below). If the participant has a complaint, they can contact the researcher, or alternatively contact the Data Protection Officer of the VU (details below) and/or the Dutch Data Protection Authority (DPA) (details below). The Research Ethics Review Committee of the Faculty of Humanities (VU) has reviewed this study at \_\_\_\_\_\_\_\_\_\_\_ [date].

**8. Do you have any questions?**

[contact information of the researcher]

**I have read the above information, and have received answers to any questions I asked:** [ ]  yes [ ]  no

**Participant**

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Name Signature Date

**Researcher**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Signature Date

**Contact information researcher**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact information Data Protection Officer (VU)**

Vrije Universiteit Amsterdam
Data Protection Officer
De Boelelaan 1105
1081 HV AMSTERDAM
functionarisgegevensbescherming@vu.nl

**Contact information Dutch Data Protection Authority (DPA)**

Autoriteit Persoonsgegevens
PO Box 93374
2509 AJ DEN HAAG
(+31)-(0)70-8888500