

Berlin, [insert date]

Research Participant Information Sheet

[Project Title]

[student researcher's name and contact details]

You are being invited to take part in a research project titled [project title] conducted by [student researcher's name] at Bard College Berlin in [AY or semester]. Before you decide whether or not to take part, it is important for you to understand why the research is being done and what it will involve. Please take time to read the following information carefully.

What is the purpose of the research project?

This project examines ...

The project is gathering audio/audio-visual/visual/etc. material to use as the basis of ...

Why have I been invited to participate?

You have been invited to take part based on ...

Do I have to take part?

It is entirely up to you to decide whether or not to take part. If you decide to do so, you will be given this information sheet to keep and will be asked to give your consent.

What if I don't want to answer specific questions?

You're welcome to tell the researcher that you would like to skip a specific question.

Can I withdraw from the project?

You can withdraw from the project without giving a reason. Your withdrawal will have no repercussions.

How can I withdraw from the project?

You can communicate your wish to withdraw directly to the researcher verbally or in writing before the agreed-upon deadline [insert deadline]. If you decide to withdraw, anonymized data can no longer be removed from the study after [insert date].

What will my participation entail?

What you choose to share will be recorded and transcribed. The interview/participant observation/focus group/etc. will cover topics such as ... The research will play a role in ...

What will happen to the audio/video recordings?

The full, unedited files will not be shared. Parts of the audio/video files may be used in ...

Will what I say in this study be kept anonymous/confidential?

It is up to you whether you provide your name or not as part of your interview. Audio data will be collected and stored on a secure drive until it is transcribed. (If AI transcription is used, explain this here and name the service, referencing its privacy policy.) The audio files will be deleted [xx months] after the research ends. The original audio data will only be accessed by [student's name] and [student's thesis adviser's name]. See privacy notice below for additional information.

What will happen to the results of the research project?

The results of the research project will be used in [student's name]'s senior thesis project at Bard College Berlin.
[Add more information regarding research presentation if relevant, e.g. creative component.]

Who is organizing and funding the research?

This is an unfunded piece of research OR this research is partially funded by XYZ. The research project has been approved by [student's thesis adviser's name and academic expertise OR ethics board] at Bard College Berlin.

What are the possible disadvantages and risks of taking part?

We do not anticipate that there will be any discomfort, disadvantages or risks in taking part.

What if I feel uncomfortable or have concerns?

If you have any concerns about your participation or about the study in general, you should first contact [student's name]. If you feel your complaint has not been satisfactorily handled, you can contact [student's thesis adviser's name and email].

Optional: List relevant independent/external support organizations that a person could contact for support.

Thank you for reading this information sheet and for considering whether to take part in this research study.

Data Protection Privacy Notice

The EU General Data Protection Regulation [GDPR]

Please note that this document does not constitute, and should not be construed as, legal advice. These guidelines are designed to help research participants understand their rights under the EU General Data Protection Regulation which came into force on 25 May 2018.

Your rights as a participant (data subject) in this research project

The updated data protection regulation is a series of conditions designed to protect an individual's personal data. Not all data collected for research is personal data.

Personal data is data such that a living individual can be identified; collection of personal data is sometimes essential in conducting research and the GDPR sets out that data subjects should be treated in a lawful and fair manner and that information about the data processing should be explained clearly and transparently. Some data falls under the heading of **special categories data**. This type of information includes data about an individual's race, ethnic origin, politics, religion, genetics, biometrics (where used for ID purposes), health, sex life or sexual orientation. This data requires particular care.

Under the GDPR you have the following rights over your personal data¹:

- ***The right to be informed.*** You must be informed if your personal data is being used.
- ***The right of access.*** You can ask for a copy of your data by making a 'subject access request'.
- ***The right to rectification.*** You can ask for your data held to be corrected.
- ***The right to erasure.*** You can ask for your data to be deleted.
- ***The right to restrict processing.*** You can limit the way an organisation uses your personal data if you are concerned about the accuracy of the data or how it is being used.
- ***The right to data portability.*** You have the right to get your personal data from an organisation in a way that is accessible and machine-readable. You also have the right to ask an organisation to transfer your data to another organisation.
- ***The right to object.*** You have the right to object to the use of your personal data in some circumstances. You have an absolute right to object to an organisation using your data for direct marketing.
- ***How your data is processed using automated decision making and profiling.*** You have the right not to be subject to a decision that is based solely on automated processing if the decision affects your legal rights or other equally important matters; to understand the reasons behind decisions made about you by automated processing and the possible consequences of the decisions, and to object to profiling in certain situations, including for direct marketing purposes.

Please note that these rights are not absolute and only apply in certain circumstances. You should also be informed how long your data will be retained and who it might be shared with.

¹ <https://gdpr-info.eu>