

# Examples of GDPR wording to go in participant information sheet

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Please note this document is not providing legal advice. You need to consider how DPA2018/GDPR principles relates to your specific research and adapt this text accordingly.

Whenever you process (collect, use, store, destroy) personal or special category data in your research, you need to have a lawful basis for that processing. Of the legal bases listed in the GDPR, there are two that are most relevant for research: “with the individual’s consent” or “when the processing is carried out in the public interest”. The following text can be used in participant information sheets as a way of providing the information to potential participants that the GDPR requires:

## 1) When “consent” is the legal basis:

The [enter name of department /school /project team etc] of the University of Portsmouth wishes to process your personal data (that is, collect, use, store and destroy data that identifies you) as part of the [enter name of the project / survey / reason for requiring the data]. If you have any queries about this [project / survey / other reason for processing] please contact [enter contact details of someone in the dept / school or project team etc] or if you have any general queries about how your data will be processed, please contact the University’s Data Protection Officer, Samantha Hill, using any of the following contact details:

Samantha Hill, 023 9284 3642 or information-matters@port.ac.uk  
University House, Winston Churchill Avenue, Portsmouth, Hampshire, PO1 2UP, UK

We ask for your consent to process the data we ask for in the [project / survey / other reason for processing], so that we can conduct the research as described in the participant information sheet. We will only share your personalised data with [enter here anyone with whom we might share the data outside of the University if relevant].

Your personal data will be held securely on [University servers / held on paper in cabinets] (we [will/will not] store your data outside the EU) for [how long do we keep the data in a way that can identify anyone?], and securely destroyed after that date. [If we might keep the information anonymously after this date it is best to explain that here and why we might do this].

Although you have the right to request a copy of the personal data we hold about you, to restrict the use of your personal data, to be forgotten, to data portability, and to withdraw your consent for the use of your data, it is possible that we may not be able to fully comply with those rights where your data has been used for the research and / or has been anonymised. For more information on your rights in general, please see the information on the following links:

<http://www.port.ac.uk/departments/services/corporategovernance/gdpr/>

You also have the right to lodge a complaint about the use of your personal data to initially the University (email information-matters@port.ac.uk) and then, if you are unhappy with our response, to the Information Commissioner’s Office (ICO) – for more information please see <https://ico.org.uk/for-the-public/raising-concerns/> .

## 2) When “performance of a task carried out in the public interest” is the legal basis:

The [enter name of department /school /project team etc] of the University of Portsmouth wishes to process your personal data (that is, collect, use, store and destroy data that identifies you) as part of the [enter name of the project / survey / reason for requiring the data]. If you have any queries about this [project / survey / other reason for processing] please contact [enter contact details of someone in the dept / school or project team etc] or if you have any general queries about how your data will be processed, please contact the University’s Data Protection Officer, Samantha Hill, using any of the following contact details:

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The [enter name of department /school /project team etc] legal basis for processing your personal data is that the processing is necessary for the performance of a task carried out in the public interest – that is, scientific or historical research purposes. If you withdraw from this research study we may still rely on this lawful basis to continue using your data if your withdrawal would be of significant detriment to the research study aims. We will always have in place appropriate safeguards to protect your personal data.

Your personal data will be held securely on [University servers / held on paper in cabinets] (we [will/ will not] store your data outside the EU) for [how long do we keep the data in a way that can identify anyone?], and securely destroyed after that date. [If we might keep the information anonymously after this date it is best to explain that here and why we might do this].

Although you have the right to request a copy of the personal data we hold about you, to restrict the use of your personal data, to be forgotten, to data portability, and to withdraw your consent for the use of your data, it is possible that we may not be able to fully comply with those rights where your data has been used for the research and / or has been anonymised. For more information on your rights in general, please see the information on the following links:

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## 3) Additional requirement in consent form

In addition to the relevant text (above) being present in your participant information sheets, please include the following in your consent form alongside a yes/no option or tick box, and the usual signature and date line at the bottom of the consent form:

- I understand that data collected during this study will be processed in accordance with data protection law as explained in the Participant Information Sheet [version number]