The below participant information sheet and consent form should only be used when conducting an online questionnaire survey where the data collected is identifiable.

**PARTICIPANT INFORMATION STATEMENT  
[RESEARCH TITLE]**

The purpose of the research is to [RESEARCH FOCUS AND AIMS].

The research project is being conducted by [RESEARCHER NAME] at Coventry University. You have been selected to take part in this questionnaire survey because you [REASON(s)]. Your participation in the survey is entirely voluntary, and you can opt out at any stage by closing and exiting the browser. If you are happy to take part, please answer the following questions relating to [PROJECT BRIEF]. Your answers will help us to [LINK TO PROJECT OUTCOMES]. The survey should take approximately [ENTER TIME] minutes to complete.

Your answers will be treated confidentially and the information you provide will be kept anonymous in any research outputs/publications.

Your data will be processed in accordance with the UK General Data Protection Regulation 2016 (UK GDPR) and the Data Protection Act 2018. Your data will be held securely [HOW/WHERE] and will only be viewed by the researcher/research team. [IF THE DATA ARE TO BE SHARED WITH THIRD PARTIES YOU MUST DECLARE THIS HERE AND NAME THE PARTIES CONCERNED]. All data will be deleted by [DATE].

[INTERNATIONAL DATA TRANSFERS – DELETE IF NOT APPLICABLE]

Your data may/will [DELETE AS REQUIRED] be stored and processed in [STATE LOCATION]. Please note countries outside of the European Economic Area may not offer the same level of data privacy protection as in the UK. [NB: YOU MUST CONTACT THE [INFORMATION GOVERNANCE UNIT](mailto:enquiry.igu@coventry.ac.uk) BEFORE YOU STORE OR SHARE ANY PERSONAL DATA OUTSIDE THE EEA].

You are free to withdraw your questionnaire responses from the project data set at any time [DELETE AS APPROPRIATE] until the data is destroyed on [ENTER DATE]/until the data are fully anonymised in our records on [ENTER DATE] [DELETE AS APPROPRIATE]. You should note that your data may be used in the production of formal research outputs (e.g. journal articles, conference papers, theses and reports) prior to this date and so you are advised to contact the lead researcher at the earliest opportunity should you wish to withdraw from the study (contact details are provided below). You do not need to provide a reason for withdrawing. A decision to withdraw, or not to take part, will not affect you in any way.

Coventry University is a Data Controller for the information you provide. You have the right to access information held about you. Your right of access can be exercised in accordance with the UK General Data Protection Regulation and the Data Protection Act 2018. You also have other rights including rights of correction, erasure, objection, and data portability. For more details, including the right to lodge a complaint with the Information Commissioner’s Office, please visit [www.ico.org.uk](http://www.ico.org.uk) Questions, comments and requests about your personal data can also be sent to the University Data Protection Officer via [dpo@coventry.ac.uk](mailto:dpo@coventry.ac.uk). [REMOVE IF YOU ARE REFERENCING THE PRIVACY NOTICE]

The research was granted ethical approval by Coventry University’s Research Ethics Committee [INSERT ETHICS PROJECT REFERENCE e.g. PXXXXX].

For further information, or if you have any queries, please contact the lead researcher [NAME AND CONTACT DETAILS]. If you have any concerns that cannot be resolved through the lead researcher or supervisor [*delete if staff research project*], please contact [ethics.uni@coventry.ac.uk](mailto:ethics.uni@coventry.ac.uk).

Thank you for taking the time to participate in this survey. Your help is very much appreciated.

* I have read and understood the above information.
* I confirm that I am aged 18 or over.
* I agree to take part in this questionnaire survey.

Note to researcher: You must include a forced response question, which records an explicit confirmation of informed consent. If there is more than one defined purpose to the research project, a separate consent statement should be provided for each. The boxes cannot be pre-ticked as this will not allow for an explicit and affirmative declaration of informed consent.