**PARTICIPANT INFORMATION STATEMENT**

The aim of this study is to [STATE RESEARCH AIM. IF THERE IS MORE THAN ONE PURPOSE TO THE STUDY, EACH MUST BE SPECIFIED SO THAT APPROPRIATE AND EXPLICIT INFORMED CONSENT CAN BE OBTAINED. A SEPARATE TICK BOX INFORMED CONSENT DECLARATION – SEE BELOW - SHOULD BE PROVIDED TO CAPTURE PARTICIPANT CONSENT FOR EACH IDENTIFIED PURPOSE]. The study is being conducted by [LEAD RESEARCHER] at Coventry University. You have been selected to take part in this questionnaire survey because you [REASON]. 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 AIMS/OUTCOMES]. The survey should take approximately [XX] 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 General Data Protection Regulation 2016 (GDPR) and the Data Protection Act 2018. Your data will be held securely [SPECIFY HOW/WHERE] and will only be viewed by the researcher/research team. [IF THE DATA ARE TO BE SHARED WITH 3RD PARTIES YOU MUST DECLARE THIS HERE AND NAME THE PARTIES CONCERNED]. All data will be deleted by [SPECIFY DATE].

[ONLY REQUIRED IF APPLICABLE – STATEMENT CONCERNING INTERNATIONAL DATA TRANSFERS]

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 IPU 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 are destroyed on [ENTER DATE]/until the data are fully anonymised in our records on [ENTER DATE]. 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 university at the earliest opportunity should you wish to withdraw from the study. To withdraw, please contact the lead researcher (contact details are provided below). Please also contact the Faculty Research Support Office (email researchproservices.fbl@coventry.ac.uk; telephone +44(0)2477658461) so that your request can be dealt with promptly in the event of the lead researcher’s absence. You do not need to give a reason. 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 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 - enquiry.ipu@coventry.ac.uk

The project has been reviewed and approved through the formal Research Ethics procedure at Coventry University. 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, please contact [NAME AND CONTACT DETAILS OF SUPERVISOR, LINE MANAGER OR ASSOCIATE DEAN RESEARCH]. Thank you for taking the time to participate in this survey. Your help is very much appreciated.

[YOU MUST THEN INCLUDE A FORCED RESPONSE QUESTION WHICH RECORDS AN EXPLICIT CONFIRMATION OF INFORMED CONSENT. IF THERE IS MORE THAN ONE DEFINED PURPOSE TO THE STUDY, A SEPARATE CONSENT STATEMENT / BOX SHOULD BE PROVIDED FOR EACH ] I have read and understood the above information. I agree to take part in this questionnaire survey. I confirm that I am aged 18 or over. [ADD BOX FOR PARTICIPANT TO TICK. NOTE THAT THIS BOX CANNOT BE PRE-TICKED AS THIS WILL NOT ALLOW FOR AN EXPLICIT AND AFFIRMATIVE DECLARATION OF INFORMED CONSENT].