

### IMPORTANT INFORMATION FOR THE RESEARCHERS:

*We use different templates depending on the anonymity of your study:*

*1/ There is a template for COMPLETELY ANONYMOUS research. These are studies in which participants are not recognizable at any time and are never recognizable in the collected data.*

*2/ There is a template for research where this COMPLETE ANONYMITY IS NOT GUARANTEED; i.e. NON-ANONYMOUS research.*

- *We define the term "anonymous" in these templates (and other EASHW documents) as follows: "no one is recognizable through reasonable means by any person (i.e. anyone who can trace individuals in data files with special equipment or actions are not included here)". If you do not know the difference between the terms "anonymous/anonymize" and "pseudonym/pseudonymize", read the EASHW documents first, because it is important to use these terms correctly.*

*All our templates serve to (1) inform participants and (2) obtain ethical permission. In the case of non-anonymous studies, this document also applies to obtain the (3) legal (GDPR) permission for the use of data.*

- *If you don't know the difference between "ethical consent" and "legal consent", please check the information on the EASHW website first.*
- *Non-anonymous research within the AUHA (Association University & Colleges Antwerp) starts by default from "Consent" as the legal basis.*
- *"Public Interest" can be invoked exceptionally. In this case*
  - *Is permission from the Privacy Commission required,*
  - *A reasoned report of this is requested from EASHW, and*
  - *Separate templates for informed consent are available on request.*

*Finally: You can supplement our templates with the study-specific data. Do not make the text unnecessarily long(er). Avoid deleting necessary information. Deviations from the templates are possible with clear argumentation towards the participant(s) (and to EASHW in the application).*

## 1. Informed Consent COMPLETELY ANONYMOUS RESEARCH

*This is a template for COMPLETELY ANONYMOUS research. These are studies in which participants are not recognizable at any time and are never recognizable in the collected data. If you come into contact with participants and/or collect data somewhere during the study with which they are recognizable (also think of e-mail addresses and other contact details), you can NOT use this template; Then you use the template for non-completely-anonymous research. With this (short) template you only collect ethical approval. "Legal consent" (according to the GDPR legislation) for the use of personal data is NOT covered by this consent. If in doubt: contact the Privacy Commission of your institution.*

### INFORMATION IN CASE OF COMPLETELY ANONYMOUS DATA COLLECTION

Dear participant,

You wish to participate in a scientific study of [EXACT GOAL BRIEFLY NAMED/ in case of deception with debriefing here a global or other goal], carried out by [Name the researchers involved by name] under the direction of [Name of project ultimately responsible].

In a moment, we will present you [NAME WHAT AWAITS THEM; offer a questionnaire, ask some questions, have you participate in a test, observations,...]. This will take about [length of time, rather overestimated than underestimated].

**This is an anonymous study: you are never recognizable** during the course of this study, nor in the data we collect. If necessary, all data from this study will be digitized and stored for 10 years after the end of the study.

**You have the right to refuse to participate and to stop your participation at any time.** You do not have to explain this and this will not entail any disadvantage or loss of benefits. All data already collected at that time can be used for data analysis.

**The researchers of this study have the right to share anonymous databases** (in which participants are not recognizable to anyone) **with (inter)national colleagues** in the context of (this and/or later) scientific research. These data files are not accessible to other parties, including yourself or companies/organizations that do not fit within scientific research institutions (if you do intend to share anonymous data with other, possibly commercial, institutions: please report this here).

**If you have any further questions or comments,** please contact [REPORT THE CONTACT PERSON of the project here].

### CONSENT In COMPLETELY ANONYMOUS DATA COLLECTION

I have read and understood the information in the information document and (tick as appropriate):

I voluntarily agree to participate.

I do not wish to participate in this study,

## 2. Informed Consent NON-ANONYMOUS RESEARCH

*This is a template for NON (COMPLETELY) ANONYMOUS research based on "consent" as a legal basis (standard within research at the AUHA). For all studies where you come into contact with participants or where participants are recognizable in data that you request (including contact details, but also unique data or a combination of data that makes participants recognizable), this template is MANDATORY to use. In this case, this document applies to obtaining both (1) ethical approval and (2) "legal consent" (according to the GDPR legislation).*

### INFORMATION IN CASE OF NON-ANONYMOUS DATA COLLECTION

Dear participant,

You wish to participate in a scientific study of [EXACT GOAL BRIEFLY NAMED/ in case of deception with debriefing here a global or other goal], carried out by [Name the researchers involved by name] under the direction of [Name of project ultimately responsible].

In a moment, we will present you [NAME WHAT AWAITS THEM; offer a questionnaire, ask some questions, have you participate in a test, observations...]. This will take about [length of time, rather overestimated than underestimated].

**When participating in this study, you are recognizable to our researchers during the collection of data and/or in the data we collect.** According to **GDPR-legislation**, we are **required to register your first- and surname when you agree to participate**. We store the consent forms in which you are recognizable separately and digitally (digitized if necessary) for 10 years in password-protected files in a separate location on secure servers of the AUHA (Association of University and Colleges Antwerp). These consent forms are only accessible to: [Name the researchers by name with their function within the study. If you have plans to share the consent forms with other people: you must also report here with whom exactly this data will be shared and why].

Furthermore... **CHOOSE WHICH OF THESE OPTIONS APPLIES (ONLY 1 OPTION POSSIBLE):**

1. ... we do not collect data with which we can recognize you. **You are unrecognizable in all datasets and results of this study.** These anonymous datasets cannot be linked to the consent forms and are stored digitally for 10 years after the end of the study.
2. [At ANONYMIZING DATA]: ... **we also collect other data that allows us to recognize you** [explain how participants are recognizable; e.g. through recordings, certain data data]. **After** [X number of days/weeks/months, preferably exact date] and before the start of the analyses, **we make our datasets anonymous** [explain how]. From then on, you will no longer be recognizable in any way in all datasets and results of this study. The anonymised datasets are stored digitally for up to 10 years after the end of the study.

3. [\[In PSEUDONYMIZATION DATA\]:...](#) **we also collect other data that allows us to recognize you** [\[explain how participants are recognizable; e.g. through recordings, certain data data\]](#). **After** [\[X number of days/weeks/months, preferably exact date\]](#) and before the start of the analyses, **we make our datasets pseudonymous**. This means that in our datasets we replace data with which you are recognizable with a pseudonym (another name or a code). In another so-called 'key file' we link this pseudonym to your identity. We store key files separately, in password-protected files in a separate location on secure servers of the AUHA. Those who have access to the key files will treat them confidentially and the key files will not be shared further. [\[Name the researchers by name with their function within the study\]](#) have access to the key files, but not access to the datasets. Only [\[Name the researchers by name with their function within the research\]](#) have access to both the datasets and the key files and can still make you recognizable in the datasets/results. For all other people, you are no longer immediately recognizable in the datasets and results of this study. The pseudonymised datasets are stored digitally for up to 10 years after the end of the study.
4. **...we also collect other data that allows us to recognize you** [\[explain how participants are recognizable; e.g. through recordings, certain data data\]](#). **You will remain recognizable in our datasets during the study and up to 10 years after the end of this study**. All our files are digitally stored in password-protected files on secure servers of the AUHA. All data will be treated confidentially by [\[Name the researchers by name with their position within the study\]](#) and will not be shared further [\[if you would like to do so, for example in publications: then you need separate written permission for this and participants have the right to read quotations/passages in which they are recognizable before publication\]](#).

**You have the right to view files in which you are recognizable** as long as these files are stored. You can only view data about yourself in these files. Changing or deleting data may be exceptionally allowed if this does not jeopardise the purpose of the research.

**You have the right to refuse to participate** and to stop your participation at any time. You do not have to explain this and this will not entail any disadvantage or loss of benefits. The data already collected can be deleted at your request if this does not jeopardize the purpose of the research.

**The researchers of this study have the right to share anonymous databases** (in which participants are not recognizable to anyone) **with (inter)national colleagues** in the context of (this and/or later) scientific research. These data files are not accessible to other parties, including yourself or companies/organizations that do not fit within scientific research institutions [\(if you do intend to share anonymous data with other, possibly commercial, institutions: please report this here\)](#).

**If you have any further questions or comments**, please contact **the contact person of this project** [\[REPORT THE CONTACT PERSON OF THE PROJECT HERE\]](#). If you have any questions or comments about the collection of data with which you are recognizable, you can also contact the **Data Protection Officer**

**or the Privacy Service of the University of Antwerp:** [privacy@uantwerpen.be](mailto:privacy@uantwerpen.be). If you believe that one of the aforementioned persons is not processing your personal data lawfully and in accordance with the legal requirements, you have the right to lodge a complaint with the Data Protection Authority (contact details available at: <https://www.gegevensbeschermingsautoriteit.be/>). We do recommend, in case of complaints, to first contact our data protection officer. Often any problems or misunderstandings can be solved quickly and easily in this way.

**CONSENT for NON-(COMPLETELY) ANONYMOUS DATA COLLECTION**

In accordance with the GDPR legislation, written consent based on name (and signature) is required here.

I have read and understood the information in the information document and (tick as appropriate):

I voluntarily agree to participate,

I do not wish to participate in this study (no name and signature required).

NAME & FIRST NAME participant:

DATE:

SIGNATURE:

**RECORDINGS- If applicable also:**

Please delete what does not fit in the following statements: "yes" or "not"

I DO / DO NOT agree to make photo/audio/video recordings,

I DO / DO NOT agree to make photo/audio/video recordings,

I DO / DO NOT agree to the retention of photo/audio/video recordings as explained,

I DO / DO NOT agree to publish/make public photo/audio/video recordings as explained,

I DO / DO NOT agree to share/redistribute photo/audio/video recordings as explained.

**MENTION IN PUBLICATIONS - If applicable also:**

Please delete what does not fit in the following statements: "yes" or "not"

I DO / DO NOT want to be recognizable in results/publications of this study, and

I wish to READ the results/fragments in which I will be recognizable before publication.