# ORGANISATIONAL CONSENT FORM

*Please note that this form is only required if the organisation itself is taking part in the research – e.g. they are allowing observation of their operations, they are acting as a case study. It is NOT required if all you are doing is recruiting via them (in which case their permission is required but not a formal consent form).*

**Title of research project:**

**Brief description of research project:**

This should include:

What participation involves for the organisation itself and its staff

Where it will take place

How long it will take

If interviews etc will be audio/ video recorded

How many participants there are likely to be (if appropriate)

Where research data will be stored (at Roehampton)

How long any data will be kept for (research data should be retained for 10 years from completion of the project and consent forms for 6 years from completion of the project. Anonymised data can be retained indefinitely).

How the research will be disseminated (seminars, conferences, journals etc)

Whether any data will be shared with collaborators/ third parties, including transcription services

**Please note** that the actual **Consent Statement** below should not be amended (except for the inclusion/ deletion of the shaded sections as appropriate).

**Investigator contact details:** Name

School/ Faculty

University Address

Email

Telephone

**Consent Statement:**

On behalf of …………… I agree for …………….. to take part in this research, and am aware that the organisation is free to withdraw at any point without giving a reason by contacting Name of Contact. I understand that if we do withdraw, the organisation’s data may not be erased but will only be used in an anonymised form as part of an aggregated dataset. Data collected will be used for the purposes outlined above in the public interest.

By signing this form you are confirming that you have been informed about and understand the University’s [Data Privacy Notice for Research Participants.](https://www.roehampton.ac.uk/globalassets/documents/ethics/2023/data-privacy-notice-for-research-participants.docx)

The information you have provided will be treated in confidence by the researcher and the identity of the organisation will be protected in the publication of any findings. The purpose of the research may change over time, and the organisations data may be re-used for research projects by the University in the future. If this is the case, the organisation will normally be provided with additional information about the new project.

This section only applies where the University is working in partnership with another organisation (please delete if not applicable):

This project is being carried out in partnership with External Organisation(s) and your personal data will be shared with them.

This section only applies if the data is used for automated decision making that has a significant or legal effect on the research participant (see Section 5 of the [Data Protection and Storage Guidance for Researchers](https://www.roehampton.ac.uk/globalassets/documents/corporate-information/policies/data-protection-guidance-for-researchers-v1.1-august-2018.pdf)) (please delete if not applicable):

This research project will result in automated decision making involving your personal data which has a significant or legal effect on you. You have a right to object to this automated decision making, and if you would like to do this you should contact Name of Contact.

Name ………………………………….

Organisation Name

Position in Organisation

Signature ………………………………

Date ……………………………………

Please note: if you have a concern about any aspect of your participation or any other queries please raise this with the investigator (or if the researcher is a student you can also contact the Director of Studies). However, if you would like to contact an independent party please contact the Dean of School/ Faculty.

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| **Director of Studies contact details:**  Name  School/ Faculty  University Address  Email  Telephone | **Dean of School/ Faculty** **contact details:**  Name  School/ Faculty  University Address  Email  Telephone |

Should the Dean of School/ Faculty change over the lifecycle of the research project the new Dean of School/ Faculty will become the independent contact. Contact details for the new Dean of School/ Faculty can be obtained from the investigator.

**\* THIS PAGE SHOULD BE DELETED WHEN YOU SUBMIT YOUR APPLICATION AND DOCUMENTS \***

**TIPS FOR COMPLETING PARTICIPANT FACING DOCUMENTATION**

(E.g. Participant Consent Form, Debriefing Form, Questionnaire, Posters)

Further information to assist in completing this template can be found in the [Data Protection Guidance for Researchers](https://www.roehampton.ac.uk/globalassets/documents/corporate-information/policies/data-protection-guidance-for-researchers-v1.1-august-2018.pdf).

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| **Please Note** |
| * If handing out a hard copy of the consent form a hard copy of the Data Privacy Notice for Research Participants must also be handed out |
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| **Project Details** |
| * The project title should be consistent across all documentation. (Where a ‘less technical’ title has been used on the participant facing documentation this should be mentioned in section 1 of the Ethics Application.) |
| * The Brief Description of the Project should contain brief information on what will be involved, e.g. number of participants (if appropriate), how and where the research will be conducted, interviews, timings and that interviews will be audio recorded (if applicable). This is to ensure that a participant knows what participation involves, so that they can give **informed** consent |
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| **Information for Participants** |
| * You should include information on the participants’ right to withdraw without giving a reason and how a participant would do this (e.g. via use of an ID number which appears on the Debriefing Form). The implications of withdrawal should also be explained in the consent statement (e.g. that data in an aggregate form may still be used/ published). |
| * Headings should clearly refer to either the researcher or participant. (‘I’ should not be used ambiguously in the participant-facing documentation) |
| * The participant facing documentation should refer to the investigator’s willingness to discuss any concerns that may arise as a result of participation, and details of who a participant should contact if they feel any physical or emotional discomfort (e.g. GP, support groups etc) |
| * Payment of expenses to participants (e.g. vouchers) should be referred to as reimbursement or similar, rather than as ‘a payment’ |
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| **Presentation** |
| * The Consent Form should follow the pro forma on the page above including the Roehampton logo, title, description of project, full contact details of investigator (plus Director of Studies if applicable) and independent party. |
| * The university logo and contact details should be presented in a consistent manner on all documentation. The contact name and full address of the appropriate School/ Faculty should be given followed by a Roehampton University email address and telephone number. (Please use a work number if possible. If a mobile number is used then please ensure that this is not a ‘personal’ number but rather a dedicated ‘work/research’ mobile number. * The address and email should be Roehampton University ones. |
| * All documents that are more than one page in length should have page numbers |
| * All participant-facing documentation should be proof-read for typos, the text should be formatted consistently in style and size and track changes should be removed.   **Independent Contact**  The independent contact is usually the Dean of School/ Faculty. If this person changes once a project is underway then researcher should amend their consent forms according (there is no need to submit an amendment for review for this) and ensure that they advise previous participants of the details for the new independent contact. |

Jan 2023