



Information sheet template

Utrecht University Research Data Management Support

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If you will use personal data in your research project, you must inform data subjects (e.g., participants) properly to fulfil your legal and ethical obligations as a researcher. This document contains the aspects you should include in your information to data subjects prior to your research project.

Please note:

- You must provide information in an **understandable** way:
 - use easy to understand and concrete language. If relevant, you may present the information in other ways than text, e.g., audio or video.
 - share the information in a place that is easily accessible to data subjects.
 - you can layer information to prevent information overload. For example, provide a summary in the first information and refer to a project website for more detailed information.
- The components listed below do not have to be presented in the presented order: it is more important that the information is understandable and transparent.
- Data subjects should be able to keep the information for later consultation. Thus, if you use consent as your legal basis to collect personal data, separate the information from the statement of consent.
- Besides the information provided below, your faculty may have additional [policies](#) or [ethical requirements](#).



Information about your research project

- Describe your research project in lay terms. Include the full title, your research question and your institution.
- Introduce the main researcher(s) carrying out the research project and provide their contact information (name, position and email address).
- Describe your research team and any other involved parties. Clearly indicate the role of each party in the project: who will access or process the data subject's data?
- If the research project is (partially) funded, indicate by whom unless you can demonstrate that providing this information will affect the results of your research.
- Include the date or version number of the information. This enables you to track which data subjects received which version if you update the information.

Information about participation

- Describe the role of the data subject in your research project (e.g., duration and type of tasks/questions).
- Mention potential risks and unpleasant aspects, as well as advantages of participating. If applicable, mention the compensation that the data subject will receive for participating.
- Indicate whether the research project was approved by the ethical committee of your faculty (if so, include the reference number).

Information about privacy

How you will handle the data

- Describe which data you will collect from data subjects and which [legal basis](#) you use to process their personal data (e.g., public interest or consent). Explicitly mention [special categories of personal data](#), these require explicit consent. Briefly explain how you will collect and use these data in your research project. For example, you could explain that an email address and phone number will be used to contact data subjects during the project, and that other information (be specific) they provide will be used to answer the research question.
- Briefly explain any [privacy measures](#) that you will use to protect the data (e.g., secure servers, access conditions, pseudonymisation, encryption, etc.).



- Describe how long concretely, in what form, and for which purposes you plan to [store data subjects' personal data](#). If this differs for different types of data, make that clear. For example, you could store the raw identifiable data for the duration of the research project to answer your research question, whereas you store pseudonymised data for at least ten years for the purpose of research integrity.
- If applicable, describe which data you will [share during the project](#), with whom, their role in the project, and under which conditions the data are shared (e.g., pseudonymised and under access control gated by the primary investigator).
- If applicable, describe whether you will make any personal data available for reuse [after the project](#). Include:
 - Which personal data are shared.
 - Who can reuse the data.
 - Under which conditions data are shared, such as:
 - Purposes, e.g., only for (specific) research purposes.
 - Duration, e.g., only for the duration of one research project at a time.
 - Protection measures, e.g., not transferring to third countries, encryption, pseudonymisation, using a Data Transfer Agreement, etc.
 - Which legal basis you will use for sharing the data for reuse (e.g., consent, public interest).
 - Whether data will be stored in a public database/data repository.

In the RDM guide "[Informed consent for data sharing](#)", you can find some Do's and Don'ts to (not) include in your information to data subjects about data sharing.

Data subjects' rights

- Emphasise that participation is entirely voluntary and that the data subject can withdraw from participating at any point in time.
- Provide information about the data subject's [rights](#).
 - If you use public interest as your legal basis, mention that data subjects can object to your processing of their personal data based on their specific situation.
 - If you use consent as your legal basis, emphasise that refusing to participate will not have any negative impact and that data subjects can withdraw their consent at any point in time, without any consequences.



- In all cases, also mention other rights, e.g., the rights to be informed and to access and correct personal data, and the right to limit your processing of a data subject's personal data.
- Explain how data subjects can exercise these rights, e.g., by emailing the main researcher (provide the email address).

In some cases, the data will be **de-identified** after collection, such that you can no longer identify data subjects. In this case, explain that, when withdrawing consent or objecting, it may be impossible to remove the data subject's data, because the data cannot be linked to them anymore. State at which point the data will be de-identified, so they know until they can still object or withdraw their consent.

- Point out that data subjects can contact the ethical committee (if applicable) for questions about the set-up of your project, and that they can contact you, the UU's privacy department (privacy@uu.nl) or the Data Protection Officer of the UU (fg@uu.nl) – in that order – for exercising their rights and for questions and complaints. Make data subjects aware that they have the right to file a complaint with the Data Protection Authority ([Autoriteit Persoonsgegevens](#)).

Extra information for special cases

Make sure to explicitly state if any of the following apply:

- Data are being shared with an external party. Include that party, what data are shared with them, and why.
- You receive data from another source. Describe that source.
- Data are controlled by more than one organisation (joint controllers or multiple controllers), which can be the case in a consortium.
- Data transfers to third countries outside of the European Economic Area. Describe under which circumstances this is GDPR-compliant (your [faculty privacy officer](#) can help you here).
- You apply automatic decision making (e.g., profiling) in your project that affects the data subject. In this case, explain how these decisions are made.