Template – Participant information (Degree projects)

To supervisors and students – the information in the following template shall as a general rule be included in the participant information in cases where personal data are processed as part of independent projects/degree projects (hereinafter referred to as “degree projects”) at Karlstad University. There is also a separate consent form that should be used to confirm consent. Students must always review the content of the participant information and the consent form in consultation with their supervisor before collecting personal data.

It is important that the participant information is presented in a simple and clear language and do not contain wordings that can be perceived as pressure, or exaggerations about the potential importance of the study. The information should be suited for the person’s age and preconditions in general. It may therefore be necessary to produce different versions of the information, for example, one version for guardians and one version for children. In studies with children, information should be aimed at the legal guardians as well as the child (if they can read). For studies where young children take part, it may sometimes be a better idea to provide oral information to the children, and information in writing to the guardians. If you, for example, conduct a study at a school, it should also be included in the information that the study has been approved by the school principal. Consult your supervisor on what is appropriate.

This page should not be included

Accurate participant information that meets the requirements of the General Data Protection Regulation (GDPR) is in most cases a prerequisite to process personal data. Insufficient or incorrect information to the participants can result in illegal processing of personal data.

Note that the legal guardians must consent to the processing of a child’s personal data if the child is not old/mature enough to confirm consent.

The templates (participant information and consent form) contain text in different colours. Black text are instructions for what type of information that belongs in each section. Green text are examples of wordings that you can use, and red text means that you should replace that text with appropriate text. You are allowed to copy existing sentences in the text without this being considered plagiarism. However, bear in mind that you sometimes need to choose what type of information to include if you are given several options in the template. You may also need to adapt the text so that it reflects the conditions of your specific study, for example, if you are planning on including children as respondents and the participant information is aimed at the legal guardians instead of the participant (the child).

The colours are there in order to clearly distinguish between sections with example texts and sections where the text must be completed with your own information – always change all text to black in the finished document. This page with instructions should not be included with the information submitted to the participants.



Enter the title of the degree project

# Information to participants

You are invited to take part in a degree project at Karlstad University. In this document, you will find information about the study and what taking part would involve.

# What kind of study is it and why do you want me do participate?

Give a brief but clear description of what the degree project is about. Provide information about why this specific person is asked to participate, as well as how you gained access to the personal data that made you ask the person in the first place.

# How will the study be conducted?

From the perspective of the participant, describe what participation in the project entails. What is required of the participants? What methods will be used? Number of visits, interviews, surveys and time spent?

Describe how the study is conducted, for example, a description of an interview: The interview will be held at your workplace, via Zoom or some other secluded place. The interview is estimated to take 30-60 minutes. The interview will be recorded and then transcribed, meaning it will be written down. Or for surveys: The study will be based on an online survey which will take approximately 15 minutes to complete.

Participation is voluntary

Your participation in this study is voluntary and you can end your participation at any time. If you choose not to participate or if you end your participation, you do not have to give any reason as to why. If you want to end your participation, please contact those responsible for the study (see contact details below).

# What happens to my personal data?

The study will collect and register data about you.

Remember to **never** promise confidentiality since, as a public authority, Karlstad University cannot guarantee confidentiality. Write instead that no unauthorised people will be able to access the data, in accordance with the suggested wording below.

Your answers and results will be processed in a manner as to prevent unauthorised access. The data will be kept until the study has been completed and will then be destroyed. If you include, for example, quotes, you can write: Neither your name nor anything else that could identify you will be included in the results. Or if the results are only presented at en aggregate (group) level. The presentation of the results will be conducted at group level and it will not be possible to identify any individuals.

The lawful ground for the processing of your personal data is informed consent. You can withdraw your consent without giving a reason at any point.

The participant shall receive information about who is responsible for the processing of the personal data as well as information about their rights according to the GDPR.

Karlstad University is the personal data controller of your personal data. The personal data may also be processed by personal data processors, such as cloud service providers. According to the General Data Protection Regulation (GDPR), you have the right to, free of charge, request information about the personal data related to you that have been collected for the study, and if needed have any incorrect information rectified. You may also request that data related to you is deleted and that the processing of your personal data is limited. If you want to have access to the data, you can contact the person responsible for the study (see contact details below). If you are displeased with how your personal data are processed, you have the right to file a complaint with the Swedish Authority for Privacy Protection <https://www.imy.se>, which is a supervisory authority. You can contact Karlstad University’s data protection officer via email: dpo@kau.se, and telephone (switchboard): 054 700 10 00. For more information about the processing of personal data at Karlstad University, see <https://www.kau.se/gdpr>.

# Responsible for the study

Always conclude the participant information by explaining who is responsible for the design and planning of the study (i.e., your supervisor), and by providing contact details. The responsible supervisor for the study is state the name and title of your supervisor.

Contact details:

xxx.xxx@kau.se, telephone 054-700 xx xx

Address: Universitetsgatan 2, 651 88 Karlstad

Contact details for the students who are part of the project shall also be included with name and @student.kau.se email addresses (do not use private email addresses).

The study is conducted by:

First name Surname student 1, xxx@student.kau.se

First name Surname student 2, yyy@student.kau.se