# Template participant information for online surveys or tasks

*For online research with relatively straightforward ethical issues, such as online surveys or tasks, participants’ informed consent may be implied by their completion of the survey instead of having a separate consent form. It is still important to provide participants with the information they need to make an informed decision about whether or not to complete the questionnaire. Further guidance is provided within CUREC’s* [*Best Practice Guidance (06) Internet-mediated research*](https://researchsupport.admin.ox.ac.uk/governance/ethics/resources/bpg)*.*

*The following template should be used as the basis for the information provided to respondents in all online research surveys. Please adapt this template for your online research, tailoring the information sheet to the participant group. You may find it helpful to refer to the* [*guidance*](https://researchsupport.admin.ox.ac.uk/files/writingforparticipantspdf) *on writing for participants. Remember to delete the advisory text and change the footer to be specific to your study.*

**[Study Title]**

**Ethics Reference:**

## General Information

The aim of this research is to [give details as to the purpose].

We appreciate your interest in participating in this [questionnaire/survey/online task]. You have been invited to participate as you are [insert age range and inclusion/ exclusion criteria]. Please read through this information before agreeing to participate (if you wish to) by ticking the ‘yes’ box below.

You may ask any questions before deciding to take part by contacting the researcher (details below).

The lead researcher is [researcher name], who is attached to the [relevant Oxford department] at the University of Oxford. This research is being completed under the supervision of [names of supervisors], and in collaboration with [other institutions if applicable].

[Please explain what participants will be asked to do in this research]. This should take about xx minutes. No background knowledge is required. [Explain why the data is needed, how it will be used, and by whom, including any third parties who may be given access to that data.]

## Do I have to take part?

No. Please note that participation is voluntary. If you do decide to take part, you may withdraw at any point for any reason before submitting your answers by pressing the ‘Exit’ button/ closing the browser. [If applicable - However, we are only able to reimburse participants who complete all research activities.]

[All questions are optional.] **OR** [We have included a ‘Prefer not to say’ option for each set of questions should you prefer not to answer a particular question.]

## How will my data be used?

Use one of the following two statements:

We will not collect any data that could directly identify you.

**OR** The data we will collect that could identify you will be [list all data types here – e.g. contact details, age, gender, audio/ video recording, IP address].

Your IP address [will/ will not] be stored[[1]](#footnote-1). We will take all reasonable measures to ensure that data remain confidential.

The responses you provide will be stored in a password-protected electronic file on University of Oxford secure servers and may be used in [please describe - e.g. academic publications, conference presentations, reports for external organisations, websites, videos]. [If applicable – Identifiable information will be deleted as soon as it is no longer required for the research (or explain how long identifiable data will be kept]. Research data will be stored for [**x**] years after publication or public release of the work of the research.

[If applicable] The data that we collect from you may be transferred to, stored and/ or processed at a destination outside the UK and the European Economic Area. By submitting your personal data, you agree to this transfer, storing or processing.

## Who will have access to my data[[2]](#footnote-2)?

[If collecting personal data] The University of Oxford [other institutions may also be relevant] is the data controller with respect to your personal data and, as such, will determine how your personal data is used in the research. The University will process your personal data for the purpose of the research outlined above. Research is a task that we perform in the public interest. Further information about your rights with respect to your personal data is available from <https://compliance.admin.ox.ac.uk/individual-rights>.

The data you provide may be shared with [add names or general description of entities who may have access to the data and for what purpose, such as collaborators and sub-contractors for the research, including suppliers of tools and services for the research].

[If applicable] We would like to use the data in future studies, and to share data with other researchers (e.g. in online databases). Data will have identifying information removed before it is shared with other researchers or results are made public.

The results will be written up for an [Honours/ DPhil/ MPhil/ etc.] degree.

## Who has reviewed this research?

This research has received favourable opinion from a subcommittee of the University of Oxford Central University Research Ethics Committee [reference number].

## Who do I contact if I have a concern or I wish to complain?

If you have a concern about any aspect of this research, please contact *[insert primary researcher name and University tel. no./ ox.ac.uk email address*] or [*insert supervisor name and University tel. no./ ox.ac.uk email address*], and we will do our best to answer your query. We will acknowledge your concern within 10 working days and give you an indication of how it will be dealt with. If you remain unhappy or wish to make a formal complaint, please contact

*For applications reviewed by*

* *Medical Sciences Interdivisional Research Ethics Committee*
* *Social Sciences and Humanities Interdivisional Research Ethics Committee, or*
* *Departmental Research Ethics Committee*

*please insert:*

the University of Oxford Research Governance, Ethics & Assurance (RGEA) team at rgea.complaints@admin.ox.ac.uk or on 01865 616480.

*For applications reviewed by the Oxford Tropical Research Ethics Committee (OxTREC), please insert the contact details for the local ethics committee which has reviewed your research.*

**Please note that you may only participate in this survey if you are 18 years of age or over.**

☐ I certify that I am 18 years of age or over

**If you have read the information above and agree to participate with the understanding that the data (including any personal data) you submit will be processed accordingly, please tick the box below to start.**

☐ Yes, I agree to take part

1. Guidance is available within CUREC’s [Best Practice Guidance (06) on Internet-mediated research](https://researchsupport.admin.ox.ac.uk/governance/ethics/resources/bpg) [↑](#footnote-ref-1)
2. Guidance is available within CUREC’s [Best Practice Guidance (09) on Data collection, protection and management](https://researchsupport.admin.ox.ac.uk/governance/ethics/resources/bpg) [↑](#footnote-ref-2)