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|  | **Information Sheet & Privacy Statement** |
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**Information Sheet**

We kindly ask you to read the following explanations carefully and to sign the present declaration of consent before you take part in the study.

**Subject of the study/the experiment**

*Short general explanation of the object of the study/the experiment*

**Process of the study/the experiment**

*Detailed description of the process*

**Duration and compensation for participation**

Participation in the study/the experiment will require approximately x minutes. E*ach participant will be compensated with an amount of x Euro resp. x hours as a test subject will be testified/Participants will not receive any kind of gratification.*

**Possible benefit of the study/the experiment**

*Short and generally intelligible description of the scientific and – when appropriate – technical/societal benefit*

**Experiences and risks which are associated with the participation in the study/the experiment**

The participants of the study do not face any risks which are greater than risks they face in general life *[or description of the risks and how they are prevented].*

*[Depending on the study: The exact purpose of the study can be disclosed fully only after the study has ended, because otherwise the results of the study might be affected. By signing the present declaration of consent, you agree that you are informed about the specific purpose of the study only after the study has been finished.]*

**Privacy Statement**

Data processing in the context of this study is performed according to the privacy regulations of the General Data Protection Regulation (GDPR) and the Privacy and Freedom of Information law of the State of Hessen (HDSIG). All data will only be used for the purposes described on the Information Sheet.

In the context of this study, the following information will be collected:

*[e.g. questionnaire on topic x, physiological data y, etc.]*

Personal data collected are:

*[Age (clustered, if applicable), sex, etc.]*

**Confidentiality**

All data collected in course of the study are naturally confidential and will only be used in anonymized form. Demographic data like age or sex do not allow deducing unambiguous information about your person. You will be asked at no point of the study to disclose your name or other unambiguous information about yourself.

**Data storage**

Collected data will be stored in *[location of the server]* and the *raw data* will be deleted [*period or point in time]*. Data storage takes place in a form which does not allow conclusions about your person, meaning that all data will be anonymized or pseudonymized *[optionally insert an example to illustrate the method of pseudonymization]*. *Anonymized and pseudonymized data will be deleted* [*period or point in time]* (delete this sentence if not applicable).

This declaration of consent will be stored separately from the data which is collected during the study and will be destroyed [*period or point in time]*.

**Voluntariness & Rights of the test persons**

Your participation in this study is voluntary. You can withdraw from participation at any point of time or withdraw your consent without facing any disadvantages (withdrawal). If you withdraw from participation, no data connected to your person will be stored and already collected data will be deleted.

You have the right to request which data about your person have been stored and – if necessary – demand that they are either corrected or deleted. You also have the right to restrict processing, the right to object to processing and the right to data portability in a commonly used, structured and machine-readable form.

In case of dissent you have the right to lodge a complaint with the Data Protection Officer of Hessen (see below for address).

**Declaration of Consent**

I have read the explanations regarding the *[study/the experiment]* und I hereby agree to participate in [*the above-named study/the above-named experiment.]*

I agree that any data which is collected in the course of *[the study/the experiment]* will be analyzed for scientific purposes and will be stored in *[anonymized/pseudonymized]* form. I am aware that my participation is voluntary and that I can withdraw from participation at any time and without giving reasons.

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Date Name (block letters) Signature

If you have any **questions, suggestions** or **complaints,** you are welcome to contact either the present supervisor or the responsible head of the study:

*(as head of the study the principal investigator should be given here)*

*Prof. Dr. Meier*

*Professor for xy*

*Phone: 06151-16 99999*

*Email: meier@xy.tu-darmstadt.de*

The person in charge of data handling of this study *(can also be the head of the study)*:

*Mr. Müller*

*Email: Mueller@xy.tu-darmstadt.de*

For question about data protection issues please contact the data protection officer of TU Darmstadt:

Jan Hansen

Email: datenschutz@tu-darmstadt.de

Data Protection Officer of Hessen in case of data protection issues:

Email: Poststelle@datenschutz.hessen.de

***Notes on the informed consent sheet***

*-> Please* ***delete these notes*** *once you have completed your informed consent sheet*

*All participants must receive* ***a personal copy*** *of this document that stays with them.*

***Studies that are conducted online*** *do not require a signature. It is sufficient, if the information provided by this sheet is displayed and the test subjects give their consent by ticking a consent-box.*

*All phrases which are used in this document are* ***sample formulations****. If your study differs from the suggested content, you need to adapt or supplement the information sheet and the declaration of consent.*

*This is for example the case if*

* *video data is collected*
* *a specific physical condition of participants is required*
* *literal quotes of the participants are part of the publications based on the study*

*If the* ***data collected with this study is to be published*** *(“open science”) you need to describe in the “Data storage” section in which way this will be performed. Additionally, you need to note, that published and publicly accessible data will be also available in public after the deletion period. Unless data is fully anonymized, test person must explicitly consent to publication of the data in the “Declaration of Consent” section. The information sheet may contain information when and where results of the study or the experiment can be viewed or will be published.*

*The paragraphs used in this sample should be maintained and may only be supplemented by additional sentences.* ***Words and sentences written in italics and in brackets*** *must either be replaced by other information or one of the given alternatives must be used.*