



## Example consent form for projects gathering data through diary writing

### Consent Form for Archiving (1.)

#### Terms of Agreement

Below are sets of statements that give you the depositor, a series of options in terms of how you wish your diary, or portion of your diary, to be archived. For each numbered statement, **please delete the part that is not applicable**. (2.) Please note that 'diary' always refers to 'anonymised diary' (i.e. you are not named).

#### By signing below:

I agree to deposit **the whole/an agreed portion of my diary** with the Economic and Social Data Service, UK Data Archive.

I agree that **my diary/an agreed portion of my diary** will be available from .....(Date) (3.) to researchers and the public for scholarly and educational purposes. (4.)

#### By giving my permission:

I **do/do not agree** that the Economic and Social Data Service, UK Data Archive, may use this **diary/an agreed portion of the diary**, without any further approval on my part. It is/is not necessary to contact me again for permission.

I hereby assign ownership of the **diary/portion of the diary** to Economic and Social Data Service, UK Data Archive. I understand that I nevertheless retain copyright, subject to the rights I have granted Economic and Social Data Service, UK Data Archive to make copies and publish and to grant permissions to others to do so.

Signature ..... (5.)

Date .....

Name (print) .....

Respondent ID number ..... (to be entered by research team) (6.)

Notes:

1. Some consent forms are designed to cover the whole of the research process - from initial participation of a respondent through to the final publication and archiving of data. In this case a number of consent forms have been used at different stages in the research process due to the large size and complexity of the project. However there can be drawbacks if many forms are used within a small scale project. The use of additional paperwork puts a greater burden on respondents who have to complete them and on the research team who have to administer them. There is also a danger of making the final collection difficult to access if its various elements have different consent agreements.
2. Multiple choice text allows greater freedom for participants to record their wishes. This has to be used with care as it is in this case. Researchers have to consider whether too many permutations of consent could affect what is being made available and whether it could potentially distort the final body of research that is being made accessible.
3. Asking respondents to nominate a date when their contribution to the research will be made available further involves them in the research process. Presumably some guidance is given about setting a date in case some arbitrary distant date is set. Even so, if a date has to be nominated for some reason, in practical terms it is usually best set by the research team. It is they who have a better sense of when the project will be completed and when the data - as a whole - should be accessible.
4. Commercial access is also an option that could be included in some cases. In this case it has been judged that such use would be inappropriate and might increase the chance of consent being withheld altogether.
5. In some cases it may also be useful to have each signature witnessed to give the consent form more legal authority. However this must be considered in full. Some projects may benefit from a more rigorously laid out form. Others may require a more informal looking agreement.
6. It is made clear on the form that real names will not be used. Adding an identification number to the form is an effective way of beginning this process. Placing the number prominently on the form seen by the respondent is a further re-assurance that this undertaking will be kept.