**Explanatory Notes for Research Study Participants:**

Participation in a research study is voluntary and is based on a full understanding of what that participation will involve. Individuals who have consented to take part in a research study at Cardiff Met are fully entitled to withdraw their consent at any point, without prejudice. However, it should be noted that the timing of a request to withdraw from the project will have a bearing on the type of action the University is reasonably able to take to honour the request.

If you decide that you no longer wish to participate in the project whilst the researcher is in the process of collecting data, you can expect for any data collected from you to be withdrawn and not used in the data analysis phase or any publication of the outcomes of the project.

If you decide that you no longer wish to participate once the researcher has begun analysing the data, or when the data analysis has been completed, it becomes much more difficult to remove your data from the overall data set. However, you can expect every effort to be made to remove your data from the project and, as a minimum, any data from which you can be identified will be removed from the project. The Principal Investigator on the project will discuss with you which data will be removed and the reasons why any remaining data cannot be withdrawn from the project.

If you would like to exercise your right to be forgotten once the project has completed, all of your personal data from which you can be identified will be deleted from records held by the university in relation to the project.

If you would like to withdraw as a participant in a research project, please complete the form overleaf and return to the Principal Investigator.

**PARTICIPANT WITHDRAWAL FORM**

**Reference Number:** *<<to be complete before consent form and information sheet are provided to participants>>*

**Participant name or Study ID Number:**

**Title of Project:** *<<to be complete before consent form and information sheet are provided to participants>>*

**Name of Principal Investigator:** *<<to be complete before consent form and information sheet are provided to participants>>*

**Name of the person to whom this form should be submitted:** *(this person will have responsibility for ensuring that the data has been deleted)*

**Participant to complete this section. Please initial one of the following boxes:**

|  |  |
| --- | --- |
| 1. I confirm that I wish to withdraw from the study before data collection has been completed and that none of my data will be included in the study. |  |
| 2. I confirm that I wish to withdraw all of my data from the study before data analysis has been completed and that none of my data will be included in the study. |  |
| 3. I confirm that although the results of the study have already been produced and cannot change, I wish to be forgotten and that all of my personal data is deleted from verification records maintained by the university about the study. I understand that this means that only those data identifying me will be deleted. <<amend if under Article 17 of the GDPR it is not possible to comply with requests to erase personal data for a given period>> |  |

Your name is required to verify that you have withdrawn your data from the study as specified above. In the case of (3), above, we will need to retain this form until *<<the date when verification records are being held until>>*.

It may be necessary to share this information with internal examiners, external examiners, and / or journal editors for the purposes of verification of findings and tracing results of studies to the raw data used.

This form will be stored securely until *<<the date when verification records are being held until>>*, when it will be destroyed, and will not be shared with anyone else.

|  |  |
| --- | --- |
| Signature of participant: | Date: |
| Signature of person who will ensure that the stated data have been deleted: | Date: |