I agree to participate in the “Bullying and Harassment in the Workplace: A Data-Driven Approach” project, being carried out by Rosanna Bellini, Open Lab, Newcastle University. If you agree to participate, please be aware you are free to withdraw at any point throughout the duration of the research up until research submission or publication.

|  |  |  |
| --- | --- | --- |
| 1. | I have read and understood the information about the project, as provided in the Information Sheet dated 24/04/17. | 🞏 |
| 2. | I have been given the opportunity to ask questions about the project and my participation. | 🞏 |
| 3. | I voluntarily agree to participate in the project. | 🞏 |
| 4. | I understand I can withdraw at any time without giving reasons and that I will not be penalised for withdrawing nor will I be questioned on why I have withdrawn. | 🞏 |
| 5. | The procedures regarding confidentiality have been clearly explained (e.g. use of names, pseudonyms, anonymisation of data, etc.) to me. | 🞏 |
| 6. | Please select one or both of the following:   * I agree to have my discussions during the Discussion group audio recorded. * I agree to have my interaction with digital tools photographed | 🞏 |
|  | 🞏 |
| 7. | The use of the data in research, publications, sharing and archiving has been explained to me. | 🞏 |
| 8. | I understand that other researchers will have access to this data only if they agree to preserve the confidentiality of the data and if they agree to the terms I have specified in this form. | 🞏 |
| 9. | Select only **one** of the following:   * I would like my name used and understand what I have said or written as part of this study will be used in reports, publications and other research outputs so that anything I have contributed to this project can be recognised. * I do not want my name used in this project. | 🞏 |
| 🞏 |
| 10. | I, along with the Researcher, agree to sign and date this informed consent form. | 🞏 |

**Newcastle University Data Protection Policy**

All responses you provide during the design workshops will be kept **strictly confidential**, and will not be associated with your name, age, gender, time spent during employment or any other unique or quasi-identifiers where identity could be inferred from prior knowledge. We are committed to protecting the rights and privacy of individuals in accordance with the Data Protection Act 1998 (“the Act”).

**Information Security Policy**

All data collected during the design workshops will be kept in a physically secure location within Newcastle University, only accessible to those on the research team. This aims to minimise the risks of data losses or leaks that could have unwanted adverse effects on the participants involved.

**Intellectual Property and Copyrights**

Newcastle University holds the intellectual property rights and copyrights to all data gathered during this survey. Although data may not be reused nor shared, it shall remain within Newcastle University for the duration of the project until it is destroyed.

**Withdrawal of consent**

You have the right to withdraw from the projects research at any time. In the case you wish to do so, all data previously provided will be destroyed and shall not count to the projects research – please contact the project lead scientist using contact details provided in the contact sheet at the end of this questionnaire.

If you have any further questions regarding this study, please do not hesitate to contact us through phone or email: Rosanna Bellini, [r.f.bellini@ncl.ac.uk](mailto:r.f.bellini@ncl.ac.uk) (07724068527) or Karen Ross, [Karen.Ross@newcastle.ac.uk](mailto:Karen.Ross@newcastle.ac.uk)

**Participant:**

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Name of Participant Signature Date

**Researcher:**

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Name of Researcher Signature Date