

Participant Information Sheet GDPR Guidance

Both the University and the HRA require specific wording to be given on your Participant Information Sheet, as well as project specific information on who will have access to personal data, where this data is held and how long for, and who the sponsor of the project is. The [HRA website](#) contains a wealth of information to create a PIS, and contains a link to their [quality standards](#). Inclusion of these is mandatory, and all PIS documents submitted to the HRA or NHSREC must follow the quality standards.

As well as the FHMREC template content, the HRA transparency wording must be included verbatim to explain how we use and manage personal data. This can be found on their [website](#), under '**In the PIS or document provided to participants**' section. Please ensure you only make edits to this section where prompted and add in information relevant to the study where prompted only.

We strongly advise you are careful not to add the transparency and GDPR detail anywhere else in the PIS, as duplication of information will be picked up on during the review and may cause confusion about their data rights. The wording they provide should be used **verbatim**, and this is a legal requirement to ensure we are GDPR compliant.

Further Standard Text You should Include:

Where the form asks for the following:

- our leaflet **[X]** please add the following link where the **[X]** is:
www.lancaster.ac.uk/research/data-protection
- by asking one of the research team (please do not add your details here, they are at the bottom of the page anyway, and they ask this is not changed.)
- by sending an email to **[email]**, (Please add the email for information governance:
information-governance@lancaster.ac.uk) or
- by ringing us on **[phone number]** (please add either your Lancaster University issued telephone number or where you do not have one, the University telephone number: +44 (0)1524 65201.)