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**WRDA Research Interview Consent Form**

**Research Project:** [Insert here]

**Organisation**: Women’s Resource and Development Agency (WRDA)

**Interviewer Name:** [Insert here]

**Interview Participant Name:** [Insert here]

***Project Information***

* [Insert]

***Interview Participation***

* Participation in this interview is voluntary and your consent to take part can be withdrawn at any time prior to publication of the research.
* Depending on the nature of the case study, interview participants may be asked for personal and sensitive information, for example, relating to their health or employment.
* All question responses are optional and participants are under no obligation to answer these questions or any other questions.

***Use of recording devices***

* With the consent of interview participants, the interviewer will take an audio recording of the interview, strictly for note-taking and accuracy ensuring purposes.
* Once the anonymised case study has been approved by the participant, this recording will be destroyed by the interviewer.
* If the interview participant does not agree to the use of an audio recording device, the interviewer will take hand-written or typed notes during the interview.

***Anonymised case studies***

* Once the interview has taken place, an anonymised case study will be developed with all names and identifying features removed.
* A fake name will be given to each participant.
* Interview participants will be asked to approve the anonymised case study draft before this is used for this project.
* The case study may include direct quotes from interviews. Direct quotes which could make participants directly identifiable will not be used.
* WRDA may decide to publish all or part of the case study developed from this interview

***Data collection and storage***

* The interviewer will take research notes either during the interview or based on the interview recording, depending on the type of consent given by the participant. These research notes will be used to develop an anonymised case study.
* Research notes will be deleted once the anonymised case study has been approved by the participant.
* Any personal data collected during this research project will be safely and securely protected in line with GDPR regulations.
* Anonymised data collected through this interview will be used for the purposes of this research project and may also be used for secondary data processing purposes
* Files containing participants’ names, including this consent form, will be safely digitally stored in a password protected file.
* Once the project has been completed, completed consent forms will be securely stored by WRDA. These will not be shared outside of WRDA.
* Other than consent forms, which will be retained by WRDA, all participants’ personal data collected for the purpose of this research project will be destroyed once the project has been completed.

This section is to be completed by the Participant:

**Please put an ‘X’ in the appropriate boxes, indicating your consent:**

|  |  |
| --- | --- |
| I agree to take part in an interview as part of the [insert] Research Project. |  |
| I agree to the collection and storage of my personal data as outlined above. |  |
| I agree to the use of anonymised quotes and information obtained from the interview as part of this case studies project. |  |
| I agree to the use of an audio recorder during the interview, strictly for note-taking and accuracy ensuring purposes. |  |
| I understand that my participation is voluntary and that I can withdraw my consent to take part at any time prior to publication of the research. |  |

Participant’s Signature [this can be typed] ……………………………………………

Date…………………………………………………………………….

**Contact information:**

*If you have any questions regarding your participation in this research project, please contact one of the following:*

1. Aoife Mallon, Women’s Sector Lobbyist Policy Assistant, aoife.mallon@wrda.net
2. Megan McClure, Communications and Membership, info@wrda.net