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# Information Sheet

September 2020

# Information sheet

Healthwatch should provide people with an information sheet about the project, along with a consent form, so that people can understand what they are consenting to and make an informed decision.

# Example text

**Information sheet for the use of your data**

Healthwatch [insert name] is an independent champion for people who use health and social care services. There is a local Healthwatch in every area of England. We support local Healthwatch to find out what people like about services, and what could be improved, and we share these views with those with the power to make change happen. Healthwatch also help people find the information they need about services in their area.

Nationally and locally, we have the power to make sure that those in charge of health and social care services hear people's voices. As well as seeking the public's views ourselves, we also encourage health and social care services to involve people in decisions that affect them.

We have statutory powers to find out what matters to you, and to make sure your views are heard by those who commission, deliver and regulate health and social care services.

There is a local Healthwatch in every area of England. They speak to communities to find out what could be improved and provide information and advice about local services. Through our work we will collect and share peoples’ experiences as a way of driving change and improvement.

**[Research Title]**

**Summary of research**

People should be given brief information about your engagement so that they are able to decide whether they wish to read further.

**Explanation**

Purpose of and background to the research.

Think about:

1. The nature of what you are proposing
2. Why are you doing the research
3. What is already known

You should try to keep this brief and understandable.

**What would taking part involve?**

Give potential participants an idea of what they should expect if they agree to take part.

This must include a description of the types of personal data that you will be collecting and processing.

**What are the possible benefits of taking part?**

It is likely that you cannot guarantee any specific benefits, and this should be made clear to potential participants. However, research does deliver indirect and wider benefits to society.

**What happens to the information you provide?**

You should give a description of how the participant’s information will be used during research, distribution, publication and storage. This includes how long their data will be kept for. If identifiable personal data will be shared with anyone, this must be explained.

If personal data will be processed outside of the [European Economic Area](https://www.gov.uk/eu-eea), this must be explained, and you must advise what steps you have taken in accordance with GDPR to protect the data subject’s rights in relation to this overseas processing.

**Ethical considerations**

A statement should be included within the information sheet stating that the participant has the right to withdraw and their responses removed and no longer used. You should also include information about assuring that their information is kept anonymous and confidential so that they cannot be identified in any publication. You must include a statement about how they can access your privacy information, such as a weblink.

You should advise which lawful basis (or bases) under GDPR are being relied upon to process personal data (i.e. whether consent is the only basis, or if other bases such as “performance of a task carried out in the public interest” are engaged)

**Data subject rights**

You must advise that participants will have a right to:

* access any data that you hold about them
* ask for that data to be rectified if it is inaccurate
* ask for the data to be deleted or not to be used in specific ways
* to make a complaint to the Information Commissioner’s Office ([www.ico.org.uk](http://www.ico.org.uk)) if they consider that personal data has not been processed in accordance with the law

**Contact details**

Contact details can be listed here if they would like further information, wish to withdraw from the project or lodge a complaint. This should include the contact details for your Data Protection Officer.