Template Patient and Public Involvement and Engagement (PPIE) Consent Form

Adapted from The University of Manchester’s sample consent form (non medical)

Any PPIE activity should be compliant with GDPR (General Data Protection Regulation) and the Data Protection Act 2018.

You must have a legal basis defined in data protection law for each purpose you wish to use personal information (see PPIE privacy notice: <http://documents.manchester.ac.uk/display.aspx?DocID=43063>). Whilst the use of the personal information for the PPIE activity itself or additional information generated from it, is likely to rely on the public interest task legal basis (and for special category personal information also the research legal basis), this must be cited in the information sheet (template PPIE information sheet <http://documents.manchester.ac.uk/display.aspx?DocID=46875>.

This is a template consent form which aims to explain the activities that may still require consent, this is consent in the ethical sense and to satisfy the common law duty of confidence. **NB: the information described in this template should be adapted, where necessary, where the participant is a lay person, child, adult with learning difficulties or a non-English speaker.**

We have provided **guidance notes in red text** for you to consider, please ensure you **replace these with your own text, amend the consent points as appropriate and delete consent points if they are not applicable to your project**. **Please also delete this guidance section.**

Please ensure you also **adjust the footer to the correct version number and date for your project if applicable**.

**Below are examples of consent statements that you may use if relevant. Please ensure you delete any points which are not relevant to your activity and renumber the statements as appropriate.**

**[Title of PPIE activity] Consent Form**

If you are happy to participate please complete and sign the consent form below

|  |  |  |
| --- | --- | --- |
|   | **Activities** | Initials |
| 1 | I confirm that I have read the attached information sheet (**Version XX, Date dd/mm/yyyy**) and have had the opportunity to consider the information and ask questions and had these answered satisfactorily.(Template PPIE information sheet can be found here: <http://documents.manchester.ac.uk/display.aspx?DocID=46875>) |   |
|  2 | I understand that my participation in the project is voluntary and that I am free to withdraw at any time without giving a reason and without detriment to myself.  |   |
| 3 | I agree to the **interviews** being **audio / video recorded**. |  |
| 4 | I agree that **pictures of my face** may be used in publications and on social media. |  |
| 5 | I agree that data collected may be published in anonymous form in **academic books, reports or journals.** |  |
| 6 | I agree that the **project leads** may contact me in future about other PPIE projects. |  |
| 7 | I agree that the project lead may retain my contact details to provide me with feedback.  |  |
| 8 | I understand that there may be instances where during the course of the **project** information is revealed which means that the staff members will be obliged to break confidentiality and this has been explained in more detail in the information sheet.  |  |
| 9 | I agree to take part in this project. |  |

**Data Protection**

**The personal information we collect and use to conduct this project will be processed in accordance with data protection law as explained in the Information Sheet and the Public Contributor [[1]](#footnote-1)Privacy Notice:** <http://documents.manchester.ac.uk/display.aspx?DocID=43063>**.**

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Name of Public Contributor Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the person taking consent Signature Date

[Insert details of what will happen to the copies of consent form e.g. 1 copy for the public contributor, 1 copy for the PPIE team (original)]

1. A member of the public involved and/or engaged with the University’s research and/or teaching is commonly referred to as a Public Contributor [↑](#footnote-ref-1)