

## **Subscription to AMBS-BEHAVIOURAL-LAB mailing list**

### **Participant Information Sheet (PIS)**

You are being invited to subscribe to a mailing list where you can receive announcements about upcoming studies at the Behavioural Research Laboratory at Alliance Manchester Business School by email. The mailing list is expected to have low volume of messages, about one per month on average. Before you decide whether to subscribe, it is important for you to understand what it will involve. Please take time to read the following information carefully before deciding whether to take part and discuss it with others if you wish. Please ask if there is anything that is not clear or if you would like more information. Thank you for taking the time to read this.

**NOTE: By subscribing to the mailing list, you imply that you are giving consent for your data to be included in the mailing list database and to be contacted via messages posted to the mailing list.**

### **About the mailing list**

#### **➤ Who is managing the mailing list?**

The mailing list is hosted on the LISTSERV platform of the University of Manchester, and it is being managed by Doctor Siobhan Caughey, Research Associate in Behavioural Science for the Behavioural Research Laboratory. All posts on the mailing list need to be approved by her.

#### **➤ Who has reviewed the research project?**

The project has been reviewed by the University of Manchester Research Ethics Committee (UREC) – Ref.: 2021-9088-18086.

### **Data Protection and Confidentiality**

#### **➤ What information will you collect about me?**

To subscribe to the mailing list, you will need to provide your email address and optionally your first and last name. No other personal information will be collected.

#### **➤ Under what legal basis are you collecting this information?**

We are collecting and storing this personal identifiable information in accordance with data protection law which protect your rights. These state that we must have a legal basis (specific reason) for collecting your data. For this occasion, the specific reason is that it is “a public interest task” and “a process necessary for research purposes”.

#### **➤ What are my rights in relation to the information you will collect about me?**

You have multiple rights under data protection law regarding your personal information. For example, you can request a copy of the information we hold about you. If you would like to know more about your different rights or the way we use your personal information to ensure we follow the law, please consult our Privacy Notice for Research at:

<http://documents.manchester.ac.uk/display.aspx?DocID=37095>

➤ **Will my participation in the study be confidential and my personal identifiable information be protected?**

In accordance with data protection law, The University of Manchester is the Data Controller for this project. This means that we are responsible for making sure your personal information is kept secure, confidential, and used only in the way you have been told it will be used. All researchers are trained with this in mind, and your data will be looked after in the following way:

Your data will be stored on University of Manchester servers with limited access to the manager of the mailing list only. You will be sent annually an email asking you to confirm that you wish to remain subscribed to the mailing list. The introductory email will contain links and instructions on how to unsubscribe, should you wish to do so, and you can do that at any time. The ethics approval for this project will be reviewed every five years to ensure compliance with the law.

Please also note that individuals from The University of Manchester or regulatory authorities may need to look at the data collected for the mailing list to make sure the project is being carried out as planned. This may involve looking at identifiable data. All individuals involved in auditing and monitoring the database will have a strict duty of confidentiality to you as a participant.

➤ **Will I receive any payment for subscribing to the mailing list?**

No, subscribing to the mailing list does not carry any rewards. Rewards will be awarded for participating in the studies advertised on the mailing list and will be announced in the adverts posted to the list.

## **What if I have a complaint?**

If you have a complaint that you wish to direct to members of the research team, please contact: **DR SIOBHAN CAUGHEY**; EMAIL: [siobhan.caughey@manchester.ac.uk](mailto:siobhan.caughey@manchester.ac.uk); TEL.: 0161 275 0429.

**If you wish to make a formal complaint to someone independent of the research team or if you are not satisfied with the response you have gained from the researchers in the first instance, then please contact:**

The Research Governance and Integrity Officer, Research Office, Christie Building, The University of Manchester, Oxford Road, Manchester, M13 9PL, by telephoning 0161 275 2674 or by emailing [research.complaints@manchester.ac.uk](mailto:research.complaints@manchester.ac.uk).

If you wish to contact us about your data protection rights, please write to The Information Governance Office, Christie Building, The University of Manchester, Oxford Road, M13 9PL or email [dataprotection@manchester.ac.uk](mailto:dataprotection@manchester.ac.uk) at the University and we will guide you through the process of exercising your rights.

You also have a right to complain to the Information Commissioner's Office about complaints relating to your personal identifiable information via <https://ico.org.uk/make-a-complaint/>. Tel.: 0303 123 1113.

## **Contact Details**

If you have any queries about the mailing list or if you encounter technical difficulties, then please contact the research associate overseeing the day-to-day running of the lab:

**DR. SIOBHAN CAUGHEY; EMAIL: [siobhan.caughey@manchester.ac.uk](mailto:siobhan.caughey@manchester.ac.uk)**

or the lab supervisor:

**PROF MARK HEALEY; EMAIL: [mark.healey@manchester.ac.uk](mailto:mark.healey@manchester.ac.uk)**