**Participant Information Sheet**

**Study Title: Perceiving Faces**

**Researcher names: Charlie Welsh, Irem Ozdemir**

**ERGO number: 31640.A1 (Version 2, 15-02-2019)**

You are being invited to take part in the above research study. To help you decide whether you would like to take part or not, it is important that you understand why the research is being done and what it will involve. Please read the information below carefully and ask questions if anything is not clear or you would like more information before you decide to take part in this research. You may like to discuss it with others but it is up to you to decide whether or not to take part. If you are happy to participate you will be asked to sign a consent form.

**What is the research about?**

*We are Charlie Welsh and Irem Ozdemir. As Psychology students studying at the University of Southampton, we are requesting your participation in a study examining perception of emotional faces.*

**Why have I been asked to participate?**

*You have been selected as part of an opportunity sample from the research participation pool.*

**What will happen to me if I take part?**

*If you choose to take part, you will be asked to attend a laboratory session lasting approximately one hour. The session will take place in building 44 (psychology building). The experiment consists of an initial phase of questionnaires, centering on aspects of your current mood. These should take approximately 15 minutes. You will then be asked to think about, and then write about, an autobiographical event from your past. This phase will take about 10 minutes. We will then ask you to do an emotional face categorization task, where you will see a briefly presented pair of faces on the screen and judge which was expressing more emotion. Finally we’ll ask you to complete a small number of questionnaire measures. The whole experiment will last one hour.*

**Are there any benefits in my taking part?**

*Your time will be compensated for, and you will receive research participation credits at the ‘laboratory rate’ of 12 credits / hour (1 credit per 5 minutes). In addition, your anonymised data will be included in research that will aid in greater understanding of emotion processing.*

**Are there any risks involved?**

*There are no acute risks involved. With most experimental sessions, there is a limited risk of fatigue, and you will be able to take breaks as you wish throughout the session.*

**What data will be collected?**

*Your questionnaire and autobiographical event description data will be stored on the University iSurvey platform, and will only be available to the researchers. The emotional face categorisation data will be collected via the software package Matlab, with the only identifier being a random alphanumeric code to link these data to the iSurvey data. The face categorisation data will be stored on a University server with only the researcher able to access the files.*

**Will my participation be confidential?**

*Your participation and the information we collect about you during the course of the research will be kept strictly confidential.*

*Only members of the research team and responsible members of the University of Southampton may be given access to data about you for monitoring purposes and/or to carry out an audit of the study to ensure that the research is complying with applicable regulations. Individuals from regulatory authorities (people who check that we are carrying out the study correctly) may require access to your data. All of these people have a duty to keep your information, as a research participant, strictly confidential.*

**Do I have to take part?**

*No, it is entirely up to you to decide whether or not to take part. If you decide you want to take part, you will need to sign a consent form to show you have agreed to take part.*

**What happens if I change my mind?**

*You have the right to change your mind and withdraw at any time without giving a reason and without your participant rights being affected.*

*If you withdraw from the study, we will keep the information about you that we have already obtained for the purposes of achieving the objectives of the study only.*

*You may contact any of the researchers by email if you wish to withdraw from the study.*

**What will happen to the results of the research?**

*Your personal details will remain strictly confidential. Research findings made available in any reports or publications will not include information that can directly identify you without your specific consent.*

*The results will be analysed and submitted for publication. If you wish, we can contact you with the completed version of the work in time. As per University of Southampton policy, the research data will be stored for a minimum of 10 years.*

**Where can I get more information?**

*You can contact Professor Tim Wildschut (r.t.wildschut@soton.ac.uk) or Dr. Erich Graf (E.W.Graf@soton.ac.uk).*

**What happens if there is a problem?**

*If you have a concern about any aspect of this study, you should speak to the researchers who will do their best to answer your questions.*

*If you remain unhappy or have a complaint about any aspect of this study, please contact the University of Southampton Research Integrity and Governance Manager (023 8059 5058,* [*rgoinfo@soton.ac.uk*](mailto:rgoinfo@soton.ac.uk)*).*

**Data Protection Privacy Notice**

*The University of Southampton conducts research to the highest standards of research integrity. As a publicly-funded organisation, the University has to ensure that it is in the public interest when we use personally-identifiable information about people who have agreed to take part in research. This means that when you agree to take part in a research study, we will use information about you in the ways needed, and for the purposes specified, to conduct and complete the research project. Under data protection law, ‘Personal data’ means any information that relates to and is capable of identifying a living individual. The University’s data protection policy governing the use of personal data by the University can be found on its website (*[*https://www.southampton.ac.uk/legalservices/what-we-do/data-protection-and-foi.page*](https://www.southampton.ac.uk/legalservices/what-we-do/data-protection-and-foi.page)*).*

*This Participant Information Sheet tells you what data will be collected for this project and whether this includes any personal data. Please ask the research team if you have any questions or are unclear what data is being collected about you.*

*Our privacy notice for research participants provides more information on how the University of Southampton collects and uses your personal data when you take part in one of our research projects and can be found at* [*http://www.southampton.ac.uk/assets/sharepoint/intranet/ls/Public/Research%20and%20Integrity%20Privacy%20Notice/Privacy%20Notice%20for%20Research%20Participants.pdf*](http://www.southampton.ac.uk/assets/sharepoint/intranet/ls/Public/Research%20and%20Integrity%20Privacy%20Notice/Privacy%20Notice%20for%20Research%20Participants.pdf)

*Any personal data we collect in this study will be used only for the purposes of carrying out our research and will be handled according to the University’s policies in line with data protection law. If any personal data is used from which you can be identified directly, it will not be disclosed to anyone else without your consent unless the University of Southampton is required by law to disclose it.*

*Data protection law requires us to have a valid legal reason (‘lawful basis’) to process and use your Personal data. The lawful basis for processing personal information in this research study is for the performance of a task carried out in the public interest. Personal data collected for research will not be used for any other purpose.*

*For the purposes of data protection law, the University of Southampton is the ‘Data Controller’ for this study, which means that we are responsible for looking after your information and using it properly. The University of Southampton will keep identifiable information about you for 10 years after the study has finished after which time any link between you and your information will be removed.*

*To safeguard your rights, we will use the minimum personal data necessary to achieve our research study objectives. Your data protection rights – such as to access, change, or transfer such information - may be limited, however, in order for the research output to be reliable and accurate. The University will not do anything with your personal data that you would not reasonably expect.*

*If you have any questions about how your personal data is used, or wish to exercise any of your rights, please consult the University’s data protection webpage (https://www.southampton.ac.uk/legalservices/what-we-do/data-protection-and-foi.page) where you can make a request using our online form. If you need further assistance, please contact* the University’s Data Protection Officer ([data.protection@soton.ac.uk](mailto:data.protection@soton.ac.uk)).

**Thank you.**

**CONSENT FORM**

**Study title**: Perceiving Faces

**Researcher name**: Charlie Welsh, Irem Ozdemir

**ERGO number:** 31640.A1 (Version 2, 15-02-2019)

***Please initial the box(es) if you agree with the statement(s):***

|  |  |
| --- | --- |
| I have read and understood the information sheet (ERGO Study ID: 31640.A1 Version 2, 15-02-2019) and have had the opportunity to ask questions about the study. |  |
| I agree to take part in this research project and agree for my data to be used for the purpose of this study. |  |
| I understand my participation is voluntary and I may withdraw (at any time) for any reason without my participation rights being affected. |  |

Name of participant (print name)……………………………………………………………………………

Signature of participant……………………………………………………………………………………….

Date……………………………………………………………………………………….. ………………….

Name of researcher (print name)……………………………………………………………………………

Signature of researcher ……………………………………………………………………………………….

Date………………………………………………………………………………………………………………..