**Participant Information Sheet**

**Study Title:** Personality and Life

**Researchers:** Natalie Berry (PhD Research Student), Dr Claire Hart (researcher), Dr Sylwia Cisek & Prof Constantine Sedikides School of Psychology, University of Southampton, UK.

**ERGO number: 57263 -** Version 1 (27/11/2020) – approved by the Ethics Committee at the School of Psychology, University of Southampton.

You are being invited to take part in the above research study. Before deciding whether to participate, please read the following information. You will need to indicate that you have understood this information before you can continue. By checking the box at the bottom of this page and clicking ‘Continue’, you are consenting to participate in this survey.

**What is the research about?**

We are investigating how personality affects your thoughts about life.

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

You have been asked to participate because you are at least 18 years of age with access to the internet.

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

You will complete an online questionnaire. This should take approximately 20-30 minutes. You will be asked questions about your background, your personality and you will then be asked to write your thoughts/opinions about life. You should complete the study when you are **alone at your computer** and your responses cannot be overseen. Please take your time to respond to the questions thoughtfully and openly. Remember that **there are no right or wrong answers** – so feel free to provide completely **honest** responses.

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

You may **benefit** from participating because at the end you will learn about our specific research aims, as well as what scientists currently know about these topics.  You will also be told where to go for more information on this area of psychology.  In addition, you will contribute to psychological science and our understanding of how people go about their everyday lives.Finally, as a thank you for taking part in this study, you can choose to be entered into a **prize-draw** that will give you an opportunity to win one of two Amazon Gift Vouchers worth £25 each (or equivalent). For students at the University of Southampton, you will receive 6 research credits for participating/For prolific participants, you will be paid £3.75 for completing the study.

**Are there any risks involved?**

There are **no significant risks** involved in this study beyond those you would encounter in everyday life.  We do recommend that you complete the survey in private so that you feel able to be open and honest.

We have tried to ensure that the questions in this study do not cause any distress.  However, it is not uncommon to experience some anxieties or concerns when completing questionnaires.  If participating in this survey raises any issues for you, we recommend that you contact [www.allaboutcounseling.com](http://www.allaboutcounseling.com) or [www.samaritans.org](http://www.samaritans.org)

**What data will be collected?**

We will collect demographic information (e.g., age, gender, ethnic origin), plus ask you to fill in questionnaires regarding your personality and your opinions on life.

At the end of the study, you will be asked for your email address which will only be used to contact you for the specific purpose of the prize draw. It will not be shared with any third parties, and will be stored in a separate location to your questionnaire responses. These email addresses will be deleted after the prize draw winner is selected. Any results will only be published in aggregated form, i.e., it is not possible to identify any one person’s responses to the questionnaires.

Your data will be anonymised so that your name is not associated with any of the data you provide us, and your responses will be coded to reduce the risk of identification and will be stored on our secure networks at the University of Southampton. Data will not be shared with anyone who is not associated with the project, and the email will be deleted once the winner has been decided.

**Will my participation be confidential?**

Your participation and the information we collect about you during 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 the 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. Data may be made available on the Open Science Framework, naturally this will be all anonymous. All of these people have a duty to keep your information, as a research participant, strictly confidential.

**Do I have to take part?**

No, participation in this study is fully voluntary. If you decide you want to take part, you will need to give consent to show you have agreed and understood the study that you are about to take part in.

**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 participation rights being affected. You can do this by closing the tab/browser on the questionnaire page and you will not face any penalties for doing so. However, once you have submitted your final answers to the questionnaire you will be unable to withdraw this as each response is anonymously coded and cannot be removed.

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

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

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

If you have any questions or concerns about the study, you may contact Natalie Berry ([nb9g14@soton.ac.uk](mailto:nb9g14@soton.ac.uk))

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>).

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>

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)).

In consenting, I understand that I am not waiving any legal claims, rights, or remedies. I also understand that data collected as part of this research project will be kept confidential and that published results will maintain that confidentiality. I finally understand that if I have any questions about my rights as a participant in this research, or if I feel that I have been placed at risk, I may contact the chair of the Ethics Committee, School of Psychology, University of Southampton, SO17 1BJ, UK; fshs-rso@soton.ac.uk; telephone +44 (0)23 80 593 856.

**Thank you.**

I have read and understood the participant information about this study and agree to take part .