

Human Research Ethics Committee

Consent form template

As part of the FMP Ambassadors programme, you will be asked to share your contact details over our publically-facing website, allow the FMP to contact you regularly about the course and take part in interviews and questionnaires about your experience of the course to help us understand how useful it has been, and to help shape future versions of the course. Quotes and comments from interviews and questionnaires may also be used in advertising materials and for reporting to funders.

The contact for further information is Emma Rothero (emma.rothero@open.ac.uk) Floodplain Meadows Partnership Project Manager, School of Environment, Earth and Ecosystem Sciences, but should you wish to speak to an alternative contact at the Open University, you can contact David Gowing (david.gowing@open.ac.uk).

Informed Consent for Floodplain Meadows Partnership Ambassadors

Please tick the appropriate boxes

Yes No

1. Taking part in the study

I have read and understood the information outlined above or it has been read to me, about collection of information based on my experience of being an FMP Ambassador. I have been able to ask questions about the study and my questions have been answered to my satisfaction.

I consent voluntarily to be an FMP Ambassador and understand that I can refuse to answer questions and I can withdraw from questions about my experience of being an FMP Ambassador at any time up until December 2021 without having to give a reason.

I understand that becoming an FMP Ambassador involves being asked questions about my experience of being an FMP Ambassador, sharing my contact details on a public website, and being contacted regularly by the FMP, through direct emails, phone, social media and for newsletters.

I am/am not happy to agree to:

Yes No

- photos being taken during Ambassador training sessions.
- training sessions being audio-/video-recorded.
- contact details as specified by myself being made available on the FMP website
- answers to questionnaires being used for other purposes, including reporting to funders and to advertise and promote the course to others.
- real name and job title can be used for quotes (subject to being checked beforehand).

2. Use of the information in the study

I understand that information I provide will be used for assessing the success of the training course, reporting back to funders about my experiences, for use in promotional and information materials about the Ambassadors programme and as evidence to support the impact of the FMP.

I understand that personal information collected about me beyond the contact details that I give consent to be made available through the website, such as where I live, will not be shared beyond the study team.

I understand that my data will be stored on FMP computers according to the following retention schedule:

- Unsuccessful applicants details (CV/letter/application form) will be removed once they have been notified of the outcome.

- Successful applicants details (CV/letter/application form) will be destroyed after the completion of the course.
- Email addresses and names to be retained as part of the FMP newsletter list and FMP contacts list for the duration of the FMP or until requested to remove from list.
- Responses to questionnaires and video, audio recordings will be retained by FMP for the duration of the FMP project.
- Final Ambassador reports will be linked on the FMP website for the duration of the FMP project.

I have read the FMP Privacy Notice

<http://www.floodplainmeadows.org.uk/sites/www.floodplainmeadows.org.uk/files/FMP%20Privacy%20Notice%20April%202018.pdf>

3. Signatures

Name of applicant [IN CAPITALS]

] Signature

Date

For participants unable to sign their name, mark the box instead of signing



I have witnessed the accurate reading of the consent form with the potential participant and the individual has had the opportunity to ask questions. I confirm that the individual has given consent freely.

Name of participant [IN CAPITALS]

] Signature

Date

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