**PARTICIPANTS' INFORMATION FORM**

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| 1. **TITLE** | [Program/research title] |
| **RESEARCHERS** | [Researchers' names, Department & Position at the University, Supervisor]  Contact Information: |
| **FUNDING ORGANISATION** | [Name of funding organisation if any] |

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| 1. **WHAT IS THE PURPOSE, SCIENTIFIC, AND SOCIAL BENEFITS OF THE RESEARCH?** |
| The purpose of this research is (…) or This research is conducted in order to (…)  Your contribution to the research is important because we hope we can (…) |

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| 1. **WHY HAVE I BEEN INVITED TO PARTICIPATE?** |
| [Describe the desired characteristics of the participants including gender, age, health status, specialties, special knowledge, qualities, etc.]  You have been invited to participate in this research because (…) |

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| 1. **WHAT WILL BE REQUIRE OF ME TO DO?** |
| To participate in the research, you will be asked to (…) |

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| 1. **ARE THERE ANY RISKS OR BURDENS REGARDING MY PARTICIPATION IN THE RESEARCH?** |
| Your participation in the research does not imply any risk or financial burden on you. In the event of illegal acts or criminal activity, we inform you that your personal data is not protected from any investigation by the official authorities, and that we may have to take the necessary legal action in order to inform the authorities, especially if there is a risk to physical health or human life. |

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| 1. **AM I OBLIGED TO PARTICIPATE IN THE RESEARCH?** |
| Your participation in the research is **completely voluntary**. You can refuse to participate without justification. You can change your mind at any time and leave the research without justification, and without consequences. In this case you can request that the collected data and information to be deleted. |

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| 1. **WILL I RECEIVE REMUNERATION?** |
| [Participants will not receive remuneration for their participation in the survey.] |

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| 1. **HOW WILL MY PERSONAL DATA BE PROTECTED?** |
| University of Macedonia is the Controller of your data.  We will collect the following personal data:  [name all types of personal data that you will be collecting: name, contact details, e-mail, address, occupation, IP address, etc].  Your data will be used exclusively for research, scientific, and statistical purposes.  Your data will be processed based on your **explicit consent**, which you provide to us through this form.  Your data will be anonymized / pseudonymized / encrypted / encrypted [refer to the protection method / measures that you will apply].  In no way will your identity be revealed in publications, public presentations or scientific reports. In case we want to use your data by name, we will ask you in advance for your explicit consent.  In case of a group interview/ focus group, we encourage you to commit not to disclose information or details of other participants that came to your knowledge as part of the research.  The University keeps records of the research data for five (5) years from the completion of the research, following all the required organizational and technical security measures. The data will then be securely deleted/erased. If we consider that the research data is necessary to be used for other research or to be kept for archiving, scientific or historical research or statistical purposes, we will proceed to their complete anonymization.  Your rights regarding the protection of your personal data and their processing for the purpose of the present research are the following:   |  |  | | --- | --- | | Information | You can request information regarding your rights and the information that the Controller from the University of Macedonia, is obliged to provide you. | | Access | You can receive copies of your data being processed in the research context. | | Correction | You can request corrections to your data being processed in the research context. | | Portability | You can request that we transmit your data to another controller which is being processed in the research context. | | Automated individual decision making | You can object to automated individual decision making including profiling. | | You also have the right to withdraw your consent at any time. If this happens, you also have the following rights: | | | Deletion | You can request that we delete your data being processed in the research context. | | Restriction of processing | You can request a restriction of the processing of your data that have been processed in the research context. |   For the submission of requests and other issues concerning your personal data, you can contact the Data Protection Officer (DPO) of the University at dpo@uom.edu.gr.  For any infringement concerning the processing of your personal data, you have the right to file a complaint to the Personal Data Protection Authority, Kifissias 1-3, PC115 23, Athens, tel: +30-210 6475600, e-mail: contact@dpa.gr. |

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| 1. **WHERE CAN I FILE A COMPLAINT?** |
| For any complaints regarding the implementation of the research, you can contact the Committee for Research Ethics of the University of Macedonia, tel.: 2310 891101, e-mail: ethics@uom.edu.gr |

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| 1. **ADDITIONAL INFORMATION FOR THE PARENT/GUARDIAN OR JUDICIAL ASSISTANT** |
| You can consent to whether or not the person for whom you are responsible will participate in the present research.  You can decide for the person for whom you are responsible to leave at any time, without any consequences.  You can also refuse for the person for whom you are responsible to answer any questions if you do not wish them to answer and to remain in the research.  The researcher may request that the person for whom you are responsible to be withdrawn from the research if circumstances require.  There are no foreseeable risks arising from the involvement of the person for whom you are responsible in this research.  In addition, if possible, we requestthat the person for whom you are responsible, agrees, freely and unhindered, to participate in this research. |

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| **DECLARATION OF CONSENT** |
| I, the undersigned, declare that I have been fully informed of the terms of my participation in the research and the processing of my personal data.  I fully consent to participate in the research and to the processing of the above-mentioned personal data.  I have been informed that I can revoke my consent at any time. |

Place:

**Name of participant**

Full name:

Date:

Signature:

**DECLARATION OF CONSENT BY PARENT / GUARDIAN / JUDICIAL ASSISTANT**

I declare responsibly that: (Mark with X the category that applies best to you)

🞎 Category 1. I am the parent of the protected child: …………………

🞎 Category 2. I am the person who exercises, by court decision or notarial deed, the custody (exclusive or jointly with (…) (to be completed if any) of the protected child: …………………

🞎 Category 3. I have been appointed as a judicial assistant of the following person

Full name of person under judicial assistance status: …………………

Court decision number: (…) (must be completed)

The undersigned parent / guardian / judicial assistant (…) (name) I give my consent for the participation **(note with X the case that concerns you)**:

🞎 of the minor (…) (name of the child)

🞎 of the adult under legal assistance status (…) (name)

in the research entitled: (…)

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| **DECLARATION OF CONSENT** |
| I, the undersigned, declare that **I have been fully informed** of the terms of my participation in the research and processing of my personal data.  I fully consent to participate in the research and processing of the above mentioned personal data of the person for whom I am responsible.  I have been informed that I can revoke my consent at any time. |

**Name of parent / guardian / judicial assistant**

Full name:

Date:

Signature: