

Informed Consent

Migration for Inclusive African Growth (MIAG) Project

Please tick the appropriate boxes

Yes No

1. Taking part in the study

I have read and understood the study information dated **[insert date]** or it has been read to me. I have been able to ask questions about the study and my questions have been answered to my satisfaction.

☐ ☐

I consent voluntarily to be a participant in this study and understand that I can refuse to answer questions and I can withdraw from the study at any time up until my data has been pseudonymised, without having to give a reason.

☐ ☐

I understand that taking part in the study involves an audio-recorded interview.

☐ ☐

2. Use of the information in the study

I understand that information I provide will be used for reports and publications.

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I understand that personal information collected about me that can identify me, such as my name or where I live, will not be shared beyond the study team. These identifiers will be removed (anonymised) from transcription and/or survey files before the team begin analysing the data. Once all data has been collected and anonymised the data key will be destroyed, at which point it will not be possible to re-identify my data.

☐ ☐

I understand that my data will be stored on encrypted laptops. Once transcribed the audio recording will be destroyed. Once the transcript is anonymised it will be uploaded to a secure platform on the Open University server where it will be saved for ten years before being destroyed in compliance with UK data protection guidance.

☐ ☐

3. Future use and reuse of the information by others

I give permission for the de-identified (anonymised) transcripts or survey data that I provide to be deposited in ReShare (UK Data Service's online data repository), so it can be used for future research and learning.

☐ ☐

This consent form will be digitised and the original document destroyed via shredding. The digital file will be uploaded to the Open University shared platform where it will be saved for ten years after which it will be destroyed along with my data.

☐ ☐

4. Signatures

Name of participant [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

The Migration for Inclusive African Growth research project has been reviewed by, and received a favourable opinion, from the OU Human Research Ethics Committee - HREC reference number/3158
<http://www.open.ac.uk/research/ethics/>

Data Protection Guidelines

The Open University and [insert country partner] are the Data Controller's for the personal data that you provide. The lawful reason for processing your data will be that conducting academic research is part of the Open University's public task. (The consent we request from you relates to ethical considerations).

The information you provide is shared with the project collaborating organisations [see participant information sheet – 'About the Research Team' through encrypted devices or secure private networks. Outside of the project team, your data will only be shared with vetted transcription services. The lawful reason for these transfers is that it is part of our public task to conduct academic research and, where we use a third party to provide a service, it is in our legitimate interest to manage our operations effectively. They will only be given personal data in order to carry out a specific activity, and we have contractual arrangements to safeguard their use of your personal data. You have a number of rights as a data subject. **You can contact the project team to ask for any of these rights to be enacted up until the point that your personal data has been anonymised, after which point it will not be possible to re-identify the data you provided:**

- To request a copy of the personal data we have about you
- To rectify any personal data which is inaccurate or incomplete
- To restrict the processing of your data
- To receive a copy of your data in an easily transferrable format (if relevant)
- To erase your data
- To object to us processing your data

If you are concerned about the way we have processed your personal information, you can contact the independent Open University contact (Dr Michael Pryke – details on the participant information sheet) or the Information Commissioner's Office (ICO) in the UK. Please visit the ICO's website for further details.