



## Informed Consent for Participation in Interview Research<sup>1</sup>

Dear Participant,

In my M.A. thesis [title] I investigate [topic].

To this end, I conduct qualitative interviews with experts. These interviews take place in the context of my Master's thesis to be submitted in June 2022 at the Berlin School of Library and Information Science at Humboldt Universität zu Berlin, Germany.

In the context of this thesis, I request your participation in a 90-minute interview. In the following, you are informed of provisions regarding data protection law, and the treatment of your personal data. At the end of this document, you are asked to grant your permission to process your interview data as described.

Please read the following information carefully. If you have any questions, please feel free to contact me about them at any time.

Once you have read the document and agree to participation, please sign the declaration of consent and send it back to me, e.g., as a scan or a photo. Regardless of your signature, you are always free to withdraw your consent to be interviewed.

Thank you for your trust and your participation.

Sincerely, [name]

### What happens to your data?

#### 1. Processing, Use, and Storage of your data

The interviews will be recorded via the video conferencing software Zoom and will be transcribed. Following the guidelines of good academic practice, the recordings and transcripts will be archived for ten years.<sup>2</sup> The analysis and evaluation of data will be conducted by myself, [name]. The advisors of my Master's thesis, [name] and [name], will have access to the data gathered, including both recordings and transcripts.

Personal contact data will be stored separately from the recordings/transcripts and are only accessible to the author. Your personal contact data is deleted after thesis submission, unless

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<sup>1</sup> This document was kindly provided by Sonja Schillings

<sup>2</sup> [https://www.dfg.de/download/pdf/foerderung/grundlagen\\_dfg\\_foerderung/forschungsdaten/guidelines\\_research\\_data.pdf](https://www.dfg.de/download/pdf/foerderung/grundlagen_dfg_foerderung/forschungsdaten/guidelines_research_data.pdf)



you expressly consent to the option of being contacted in the future. You can withdraw such consent at any time.

## 2. Your Rights<sup>3</sup>

You can make use of the following rights at any time:

### *Right to Information*

At all times, you have the right to receive information about all the data saved that involves information about your person. This right to information pertains to your personal data and to information individually listed in article 15 GDPR (General Data Protection Regulation).<sup>4</sup>

### *Right to Correction*

At all times, you have the right to demand immediate correction and/or completion of incorrect/incomplete personal data (article 16 GDPR).

### *Right to Deletion*

You have the right to demand immediate deletion of data involving your person if one of the reasons individually listed in article 17 GDPR applies, e.g., if the data is no longer needed to pursue the goals consented to.

### *Right to Restrict Processing*

You have the right to restrict the processing of your personal data if one of the conditions listed in article 18 GDPR applies. For example, processing of your personal data can be restricted, if you doubt the correctness of the data pertaining to your person. In this case, the use of concerned data can be restricted during a period of review.

### *Right to Withdraw Consent*

At all times and without having to give reasons, you have the right to withdraw your consent to be interviewed, or to change/refuse the terms of the Declaration of Consent. If your data has already been collected prior to your withdrawal, they may still be used as research data in anonymized form. There will be no deletion of anonymized data.

### *Right to Bring a Complaint to a Regulatory Body*

You have the right to bring a complaint to a regulatory body if you believe that the processing of your personal data is in violation of the General Data Protection Regulation (article 77 GDPR). The chief privacy officer of Humboldt Universität zu Berlin can be reached here: Gesine Hoffmann-Holland, Behördliche Datenschutzbeauftragte der Humboldt-Universität zu Berlin, Unter den Linden 6, 10099 Berlin.

If you have any further questions about the assessment and processing of interview data, you can always approach the author:

[name]  
Institut für Bibliotheks- und Informationswissenschaft  
Unter den Linden 6  
10066 Berlin  
[e-mail address]

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<sup>3</sup> These legal instructions are adapted from the data protection declaration of Module BP5 Human Information Behavior, courtesy of Prof. Dr. Greifeneder.

<sup>4</sup> <https://gdpr-info.eu/>

### 3. Consent

I agree to being interviewed in the context of the aforementioned Master's thesis. I have received the information, have read them, and understood them. I confirm that I was given the opportunity to ask questions.

I confirm that I agree with the recording of the interview, and with the processing and storage of this data under the terms described above. I am aware that I can always withdraw my consent. I am aware that interview data can only be reused in strictly anonymized form.

I agree that the anonymised transcript of the interview, as part of the research data, will be published on the Humboldt University repository (Edoc Server<sup>5</sup>) after the review phase has ended.

I am aware that my participation in the interview is voluntary, and I can always withdraw my participation at any time, without having to provide reasons, and without having to fear negative consequences for me.

I agree to participate in the research project

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*First name, Last Name*

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*Place, Date / Signature*

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<sup>5</sup> <https://edoc.hu-berlin.de/>