USER RESEARCH PERMISSIONS

The guidance below is designed to ensure that all research participants understand the purpose of the research, what will happen with personal and/or other data collected, and who will have access to this.

Research participants will be provided with the following information:

- A brief overview of the what research being undertaken so that you have a clear understanding of what it is about and what is expected of you

- Explanation that participation is voluntary and interviews can be ceased at any time

- Explanation that recording is voluntary and can be ceased at any time

- Awareness of any project teams and/or partners that may be observing or listening to the research session

- Understanding that any personal data used for prototyping fulfilment will be deleted following research session

- Voice recordings, video clips, photos and detailed notes are a normal as part of research activities, and staff from SE and other organisations working with SE will be able to review this **anonymised** research data. (*NB All SE staff have undergone training in the processing of personal data under their contract of employment.*)

- Aggregated analysis and feedback may be shared with other SE teams, and partner organisations with an interest in the project

- Aggregated research data will not contain any personal data or anything that could identify you as an individual or your company

- Content of the research (ideas, designs and services) is confidential until made public

- We value our customers' privacy and want to be clear about what we will do with the data we collect. Any information that customers provide are held in strict confidence and handled securely throughout the study in line with Scottish Enteprise's Privacy Policy which you can view by inputting the link below into your browser or contact us (details below) if you wish to be sent a copy **https://www.scottish-enterprise.com/help/privacy-notice**

- TO BE ADDED WHEN LINK IS AVAILABLE
  You can view high level research analysis/improvements we have made by inputting the link below into your browser or contact us (details below) if you wish to be sent a copy **[attach link]** draft version at: https://scotentsd.github.io/feedback/

Updated 18 November 2019