



Template for informed consent form

[This document is to be used by research suppliers and the British Council when acquiring the informed consent of research participants. This document can be used as a template, or as reference in the creation of a project-specific informed consent form. If used as reference, the research supplier and British Council must ensure that all of the following information is included within the final informed consent form.]

Title of Study: *Next Generation UK*

Researcher(s): *[Insert Researcher Names]*

Contact Information: *[Insert Contact Details]*

Introduction

You are invited to participate in a research study commissioned by the British Council and conducted by *[write the name of the supplier]*. The purpose of this informed consent and participation form is to ensure you understand the nature of the study, what your participation involves, and how your data will be used and protected. Please read the information carefully before agreeing to participate.

1. Purpose of the Research

The aim of this study is to *[describe the purpose of the study]*. We will collect data through *[describe methods, e.g., questionnaires, interviews, focus groups]*.

2. Voluntary Participation

Your participation in this study is entirely voluntary. You may refuse to participate or withdraw from the study at any time without penalty or loss of benefits. Your decision will not affect your current or future relationship with the British Council.

3. Data Collection and Use

We will collect data through [describe how data will be collected, e.g., an audio-recorded interview, a written survey]. Your responses will be used for but are not limited to [describe the intended use of the data, e.g., reports, publications]. Furthermore, we may use the data to improve our programs and initiatives.

4. Confidentiality

All personal information collected during this study will remain confidential. Your identity will not be disclosed in any publications or presentations resulting from this research. Personal data will be stored securely and accessed only by the research team.

5. Future Use of Data

We intend to deposit the anonymised research data in the [UK Data Service](#) for future research and learning purposes. This may include anonymised transcripts, audio recordings, or survey datasets. If you participate in this study, your personal information will not be shared, and any data collected will be anonymised.

6. Risks and Benefits

Participation in this study involves [describe any risks, e.g., potential discomfort]. However, the benefits of participating include [describe benefits, e.g., contributing to understanding a specific issue].

7. Data Protection and Privacy

The British Council complies with data protection law in the UK and laws in other countries that meet internationally accepted standards. Your personal data will be processed under the lawful basis of consent and stored securely accessible only to the research team. You have the right to:

- Access your personal data to see what is held about you.
- Request corrections if your data is inaccurate or incomplete.
- Request the removal of your data.
- Complain to a privacy regulator if you have concerns about how we have used your personal information.
- For detailed information, please refer to the privacy section of our website, www.britishcouncil.org/privacy or contact your local British Council office.

8. Contact information

For further information, please contact:

[Researcher Name]

[Phone Number]

[Email Address]

If you would like to make an anonymous complaint and do not feel comfortable contacting [\[the supplier\]](#) or your local British Council office, you can contact the British Council's [Safeguarding team](#) or the external [Safecall service](#).

9. Consent

Please tick the appropriate boxes to indicate your consent:

Statement	Yes	No
I have read and understood the information provided above.	<input type="checkbox"/>	<input type="checkbox"/>
I consent voluntarily to participate in this study.	<input type="checkbox"/>	<input type="checkbox"/>
I agree to the use of my data as described in this form.	<input type="checkbox"/>	<input type="checkbox"/>
I agree to the future reuse of my anonymised data.	<input type="checkbox"/>	<input type="checkbox"/>
The following two statements are optional for the participant to respond to. Please include them in your consent form only if they are relevant to your research study.		
I agree to be quoted in research outputs.	<input type="checkbox"/>	<input type="checkbox"/>
I agree to the use of my real name in quotes.	<input type="checkbox"/>	<input type="checkbox"/>

Participant		Researcher	
Name:		Name:	
Signature:		Signature:	
Date:		Date:	

Witness (If applicable)¹	
I have witnessed the accurate reading of this consent form to the participant, who had the opportunity to ask questions. I confirm that the participant has freely given informed consent.	
Name:	
Signature:	
Date:	

Thank you for your participation.

¹ Please consider including a witness section if any of the following apply: 1) The participant belongs to a vulnerable group (e.g., minors, individuals with certain disabilities) where additional ethical safeguards are recommended; 2) The study involves sensitive topics, high-risk elements, or specific legal/ethical requirements that call for independent confirmation of consent.

The witness should be someone independent who can verify that the form was explained accurately, the participant's questions were answered, and that consent was freely given.