

## Participant Information Sheet

*[Guidance to researchers: Please delete all wording in red italics which is provided for guidance. All wording in black is preferred wording that should remain unchanged wherever possible. (RIG PIS template: effective from 20<sup>th</sup> Jul 2018)]*

**Study Title:** IUPAC Green Book Survey

**Researcher:** Jeremy G. Frey

**ERGO number:** 72139

You are being invited to take part in the above research study. To help you decide whether you would like to take part or not, it is important that you understand why the research is being done and what it will involve. Please read the information below carefully and ask questions if anything is not clear or you would like more information before you decide to take part in this research. You may like to discuss it with others but it is up to you to decide whether or not to take part. If you are happy to participate you will be asked to sign a consent form.

### **What is the research about?**

IUPAC has set up a project to produce the next edition of the Green Book and we are seeking input on what aspects of the Green Book need to be updated, what new areas should be included, and what forms a digital version should take.

### **Why have I been asked to participate?**

We are seeking input from anyone who might find the Green Book useful and has idea on what should be included in the next edition that will make the book more useful to the community.

### **What will happen to me if I take part?**

The Green Book project team will consider all suggestions for updating the Green Book. The new draft for the new edition will in due course be submitted to IUPAC to undergo a formal public review. No contact information is required unless you would like to engage further with the project.

### **Are there any benefits in my taking part?**

Your input may contribute to the next update for the Green Book, thus improving the information available to the chemistry community.

### **Are there any risks involved?**

There are no risks associated with participation

### **What data will be collected?**

You will be asked for your input on what areas of the current book need replacing, updating, and what new areas should be added. We are also seeking input on the ways we can provide more flexible digital delivery to meet the needs of different researchers and widen accessibility of the information. The information will only be used by the project team. We will only collect email addresses if the participant is interested in further discussions.

### **Will my participation be confidential?**

This survey can be completed entirely anonymously. No personal identification is required to be taken as part of the survey. You will be asked if you want to engage in further discussions about this matter and if so to leave your email address. This is completely optional.

Only members of the research team and responsible members of the University of Southampton may be given access to data about you for monitoring purposes and/or to carry out an audit of the study to ensure that the research is complying with applicable regulations. Individuals from regulatory authorities (people who check that we are carrying out the study correctly) may require

access to your data. All of these people have a duty to keep your information, as a research participant, strictly confidential.

The answers to the questions will be considered and may then be used to create the text in the new edition of the Green Book. Any personal details retained to enable further discussions will be used only for that purpose, held only on the University systems and will be deleted at the end of the project.

**Do I have to take part?**

No, it is entirely up to you to decide whether or not to take part. If you decide you want to take part, you will need to tick a digital consent box to show you have agreed.

**What happens if I change my mind?**

You have the right to change your mind and withdraw at any time without giving a reason and without your participant rights being affected.

If you withdraw from the study, we will keep the information about you that we have already obtained for the purposes of achieving the objectives of the study only.

**What will happen to the results of the research?**

Your personal details will remain strictly confidential. Research findings made available in any reports or publications will not include information that can directly identify you without your specific consent.

The text for the next edition of the Green Book may contain input derived from suggestions from the survey. The draft will be submitted for approval through the IUPAC formal process which involves a stage of public review. Following this the book will be published.

In the unlikely case of concern or complaint please contact:

Jeremy Frey, University of Southampton, [j.g.frey@soton.ac.uk](mailto:j.g.frey@soton.ac.uk)  
Research Governance Manager (02380 595058, [rgoinfo@soton.ac.uk](mailto:rgoinfo@soton.ac.uk))

**Where can I get more information?**

For more information please contact Jeremy Frey at [j.g.frey@soton.ac.uk](mailto:j.g.frey@soton.ac.uk)

**What happens if there is a problem?**

If you have a concern about any aspect of this study, you should speak to the researchers who will do their best to answer your questions.

If you remain unhappy or have a complaint about any aspect of this study, please contact the University of Southampton Research Integrity and Governance Manager (023 8059 5058, [rgoinfo@soton.ac.uk](mailto:rgoinfo@soton.ac.uk)).

Jeremy Frey at [j.g.frey@soton.ac.uk](mailto:j.g.frey@soton.ac.uk)

**Data Protection Privacy Notice**

The University of Southampton conducts research to the highest standards of research integrity. As a publicly-funded organisation, the University has to ensure that it is in the public interest when we use personally-identifiable information about people who have agreed to take part in research. This means that when you agree to take part in a research study, we will use information about you in the ways needed, and for the purposes specified, to conduct and complete the research project.

Under data protection law, 'Personal data' means any information that relates to and is capable of identifying a living individual. The University's data protection policy governing the use of personal data by the University can be found on its website

(<https://www.southampton.ac.uk/legalservices/what-we-do/data-protection-and-foi.page>).

This Participant Information Sheet tells you what data will be collected for this project and whether this includes any personal data. Please ask the research team if you have any questions or are unclear what data is being collected about you.

Our privacy notice for research participants provides more information on how the University of Southampton collects and uses your personal data when you take part in one of our research projects and can be found at

<http://www.southampton.ac.uk/assets/sharepoint/intranet/Is/Public/Research%20and%20Integrity%20Privacy%20Notice/Privacy%20Notice%20for%20Research%20Participants.pdf>

Any personal data we collect in this study will be used only for the purposes of carrying out our research and will be handled according to the University's policies in line with data protection law. If any personal data is used from which you can be identified directly, it will not be disclosed to anyone else without your consent unless the University of Southampton is required by law to disclose it.

Data protection law requires us to have a valid legal reason ('lawful basis') to process and use your Personal data. The lawful basis for processing personal information in this research study is for the performance of a task carried out in the public interest. Personal data collected for research will not be used for any other purpose.

For the purposes of data protection law, the University of Southampton is the 'Data Controller' for this study, which means that we are responsible for looking after your information and using it properly. The University of Southampton will keep identifiable information about you for 10 years after the study has finished after which time any link between you and your information will be removed.

To safeguard your rights, we will use the minimum personal data necessary to achieve our research study objectives. Your data protection rights – such as to access, change, or transfer such information - may be limited, however, in order for the research output to be reliable and accurate. The University will not do anything with your personal data that you would not reasonably expect.

If you have any questions about how your personal data is used, or wish to exercise any of your rights, please consult the University's data protection webpage (<https://www.southampton.ac.uk/legalservices/what-we-do/data-protection-and-foi.page>) where you can make a request using our online form. If you need further assistance, please contact the University's Data Protection Officer ([data.protection@soton.ac.uk](mailto:data.protection@soton.ac.uk)).

**Thank you for taking the time to read this information sheet and considering taking part in our research.**