Information letter for participants

**Title of the study:** **Enter the official title as stated in the research portal or on the protocol**

Sponsor: Ghent University Hospital ***OR*** Ghent University

Investigator(s):

U(Z) Ghent: Name, address, telephone number

DPO U(Z) Ghent:

Katya Van Driessche, [dpo@uzgent.be](https://zenya.uzgent.be/management/hyperlinkloader.aspx?hyperlinkid=c588e901-1197-4258-89ec-83a06b770339) ***OR***Hanne Elsen, [privacy@ugent.be](https://zenya.uzgent.be/management/hyperlinkloader.aspx?hyperlinkid=9be04540-15d1-4f88-b2de-3f6423a6c3b2)

# PARTICIPATING IN A STUDY

You are invited to participate in a retrospective study that requires your explicit consent as data will be transferred to a country outside the European Economic Area (or EEA) and/or as data may be used for commercial purposes and partners.

A retrospective study is a study based on past data found in existing patient records, medical records, administrative records or files. The study does not collect new data from participants.

Before you decide to participate in this study, we ask you to read the following pages carefully so you can make an informed decision about it.

If you wish to participate in the study, we ask that you sign the enclosed participation form. The investigator (or his representative) will also sign this form, confirming that you have received the necessary information about this study. You will also receive a signed copy yourself.

This document consists of 3 parts: 1) basic information about the study, 2) additional information and 3) the participation form.

# BASIC INFORMATION

We invite you to participate in a study xxx.

## Costs and compensation

Participation in this study involves no additional cost to you, but also offers no financial benefit.

# additional INFORMATION

This study was approved in advance by an independent Medical Ethics Committee affiliated with Ghent University Hospital and Ghent University or the Data Access Committee. The retrospective study is conducted according to the guidelines for good clinical practice (ICH/GCP) and the Declaration of Helsinki drawn up to protect people participating in studies.

Students from the department xxx will be part of the study team.

# *Advantages of participating in the study*

Participation in this study will probably bring no medical or other benefit to you. However, the results obtained may lead to new or more efficient methods for the treatment of xxx (vul hier in voor welke pathologie).

# *Your rights*

Participation in this retrospective study is completely voluntary. You can refuse to participate in the study and you may withdraw your consent for the transfer of your data to a country outside the EEA at any time, without having to give a reason. Ending your participation will not affect your continued relationship with the investigator or the quality of care or your continued follow-up.

The information collected during the study is pseudonymised[[1]](#footnote-2).

If you decide to terminate your participation, the pseudonymised data already collected (that is, identifiable only by a unique code) will remain in the database for analysis. No new data will be added in this case.

# *Protection of your personal data*

Participation in the study means that your personal data will be processed for the purpose of this retrospective study. This processing of your personal data is necessary for the performance of a task carried out in the public interest and for the purpose of scientific research[[2]](#footnote-3).

Your personal data[[3]](#footnote-4) will be protected at all times. You may request access to the data collected about you. Any data can be corrected at your request. Your other rights (including the right to limit the processing of your (personal) data and the right to submit a complaint) will also be guarded.

For more information about your rights and how to use them, please visit the website of UZ Ghent[[4]](#footnote-5) ***OR*** UGhent[[5]](#footnote-6).

In case your data would be used for commercial purposes and partners in the context of future research, you must give your consent[[6]](#footnote-7) in the participation form.

In reports or publications about this study (such as in medical journals or conferences), the data will be processed in such a way that you are not directly identifiable as an individual. Also, when the datasets within this study are made public on an online platform, your personal data will not be made public. Your personal data will be protected appropriately.

Both your personal data and sensitive personal data (health data) will be processed and kept within this study for at least 10 years after the end of the study.

The data controller is the institution of the study's principal investigator, Dr. xxx (indicate the study's principal investigator here) (UZ Ghent ***OR*** UGhent). His/her study team will have access to your personal data. The data will be processed for data protection purposes by individuals within the study team, under the responsibility of the principal investigator. This team also includes employees with non-health care professions.

Because your data are transferred to a country outside the European Economic Area (EEA), U(Z) Ghent will verify whether the destination country provides an adequate level of data protection. If that country does not provide adequate guarantees, U(Z) Ghent will enforce adequate guarantees itself, for example, through model agreements. For this, your consent will be requested in the participation form.

When the procedures and or the data collected within the study need to be monitored by representatives of the sponsor, auditors, the Medical Ethics Committee or the appropriate authorities, these parties may have access to your files. These individuals will not violate confidentiality.

To obtain more detailed information about the study and to exercise your rights, please contact the study team.

The Data Protection Officer can also provide you with more information about the protection of your personal data. In addition, you have the right to file a complaint with a supervising authority. In Belgium this is the Data Protection Authority[[7]](#footnote-8).

**PARTICIPATION FORM**

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| I have read and understood the document “Information letter for participants” page 1 to xxx (enter here the page number of the end of the information letter, so the page before this page) and I have received a copy. |
| I understand that participation in the study is voluntary and that I can withdraw from the study at any time without giving a reason for this decision and without this having any influence on my further treatment or relationship with the investigator. |
| I am aware that this retrospective study has been approved by an independent Medical Ethics Committee affiliated with Ghent University Hospital and Ghent University or the Data Access Committee and that this study will be conducted in accordance with the guidelines for good clinical practice (ICH/GCP) and the Declaration of Helsinki, established to protect people participating in studies. |
| I have been informed that personal data, including health data, will be processed and kept for at least 10 years after the end of the study. I am informed that I have the right to access and correct this data. Since this data is processed for medical scientific purposes, I understand that access to my data may be delayed until after the study ends. If I want access to my data, I will contact the investigator who is responsible for the processing of the data. |
| I am aware that my pseudonymised data will be used for the **current** study. |

Tick by the participant if agreed

|  |  |
| --- | --- |
| * This study requires a data transfer to a country outside the EEA. By checking this box, I give my consent for this. If I do *not* give permission for this transfer, I cannot participate in the study.
 |  |

I agree to participate in the following **optional items** in the study:

|  |  |
| --- | --- |
| * I agree that my pseudonymised data can be used for commercial purposes.
 |  |

|  |  |  |
| --- | --- | --- |
| Name and first name of the participant | Signature | Date |
| Name and first name of the investigator\* | Signature | Date |

2 copies should be completed. The investigator should keep an original for at least 10 years; the participant will also receive a copy.

\*By signing the participation form as investigator

* I certify that I have verbally given the necessary information about the study and that the participant has received a copy of the information letter and participation form.
* I confirm that no pressure has been put on the participant to get him/her to participate in the study and show my willingness to answer any additional questions.

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| By signing the participation form as **legal representative**, I certify that I have been informed that I have been asked to make a decision about participation in the study by the person I represent. I am acting in his/her best interest and taking into account his/her possible wishes. My consent applies to all items included in the participation form.I am also informed that as soon as the clinical situation allows, the person I represent will be informed of his/her participation in this study. He/she will be free at that time to consent to continued participation or to discontinue participation by signing or not signing this participation form. |
| Name, first name and relationship of the legal representative | Signature | Date |

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| By signing the participation form as a **witness/interpreter**, I certify that I was present during the entire information process and confirm that the information about the study was given appropriately, that the participant understood the study, and that consent to participate in the study was given voluntarily. |
| Name, first name and qualification of the witness/interpreter | Signature | Date |

1. Pseudonymisation is also called “coding”. This means that your data can be linked back to your personal file via a code. The key to the codes will only be accessible to the investigator or his/her designated representative. [↑](#footnote-ref-2)
2. According to Article 6, paragraph 1 (e) and Article 9, paragraph 2 (j) of the General Data Protection Regulation and the Coordinated Hospitals Act of July 10, 2008. [↑](#footnote-ref-3)
3. In accordance with the Belgian law of August 22, 2002 on patient rights, the General Data Protection Regulation (or GDPR) (EU) 2016/679 of April 27, 2016 and the Belgian law of July 30, 2018, on the protection of natural persons with regard to the processing of personal data and on the free movement of such data. [↑](#footnote-ref-4)
4. Go to: [https://www.uzgent.be/patient/gegevensbescherming/u-neemt-deel-aan-wetenschappelijk-onderzoek](https://zenya.uzgent.be/management/hyperlinkloader.aspx?hyperlinkid=42642175-5e14-4de9-9f34-75c7708f6ae5) [↑](#footnote-ref-5)
5. Go to: https://www.ugent.be/en/ghentuniv/privacy/privacystatement.htm [↑](#footnote-ref-6)
6. This processing of your data is based on consent (as stated in GDPR, Article 6, paragraph 1(a)). [↑](#footnote-ref-7)
7. Contact Data Protection Authority: Drukpersstraat 35 – 1000 Brussels – Tel +32 2 274 48 00 – mail: [contact@apd-gba.be](https://zenya.uzgent.be/management/hyperlinkloader.aspx?hyperlinkid=3640b25a-8f66-4f29-a3d6-4af3186c0152) – website: www.dataprotectionauthority.be. [↑](#footnote-ref-8)