***Data protection***

***Completely anonymous data collection and evaluation
Informed consent for recordings and/or data collection***

On date

in place

within the framework of the Bachelor’s /Master’s thesis (delete or reformulate if necessary)

entitled title

a recording using audio equipment and, if necessary, additional video (delete if irrelevant) will be made by the following person(s):

name(s) of person(s) conducting the data collection ..........................................................

**Assurance of data protection and anonymisation of data**

Data collection will be carried out with due respect for the confidentiality and assurance of non-disclosure of data, the anonymity for all parties involved as well as the assurance of anonymous evaluation. The collected data will be used solely for research purposes. The collection and use of data comply with the Bill on Information and Data Protection (BIDP) of the Canton of Zurich.[[1]](#footnote-1)

Data collection is anonymous, meaning that all personal data is immediately anonymised with codes by the person(s) mentioned above so that it is not possible to identify the participants. In order to ensure untraceability, no personal data will be linked to the codes. This procedure corresponds to the stricter provisions of the new Human Research Act (HRA) in force since 1 January 2014.[[2]](#footnote-2)

Analyses will only be conducted on completely anonymised data. The original data will only be accessible to the persons directly involved in the research project. All persons involved in the project guarantee the secrecy and confidential treatment of the data with their signatures (see overleaf).

The project is being conducted in the School of Applied Linguistics at the Zurich University of Applied Sciences (ZHAW) in Winterthur. The person(s) conducting this project will be happy to inform you about the results afterwards.

Include a brief description of the project here (please print double-sided, with p. 2 on the back of p. 1. Note: Avoid explicitly setting out your research objectives, as this could influence the data collection process and results).

**Data protection and confidentiality agreement (researchers)**

The persons conducting the project, named below, assure you that:

* your personal information will not be passed on to third parties;
* your personal information will be treated confidentially;
* your personal information will be used exclusively in anonymised form and solely for the purposes of the present research project; your answers cannot be traced back to you;
* your personal information will be safe from access by unauthorised persons;
* the data collected (photos, video and/or audio recordings) will not be used for other purposes after the completion of the project without your prior consent.

Place and date:

 (Name 1, student conducting the project)

Signature: ---------------------------------------------------------------

Place and date:

 (Name 2, student conducting the project)

Signature: ---------------------------------------------------------------

Place and date:

 (Supervisor) Title and name

Signature: ---------------------------------------------------------------

**Contact information**

Student(s) conducting project:Supervisor:

Name 1 Title and Name

Address School of Applied Linguistics

Email ZHAW Zurich University of Applied Sciences

 Theaterstrasse 15c

 Name 2 CH-8401 Winterthur

Address

Email

**Declaration of consent (participants)**

With my signature, I confirm that I consent to the collection and use of my data for the project (insert project name).

I have been informed that the collection and use of my data is subject to and in accordance with the Bill on Information and Data Protection (BIDP) of the Canton of Zurich. All personal data will be assigned codes by the researchers named above, so as to prevent traceability to individual participants.

* I hereby declare that I have been informed about the contents and purpose of the project and that I agree to participate in it.
* I agree to conversations with me or conversations I am part of being recorded (audio and/or video).
* I agree to my anonymised data being used in the context of the project, its documentation and in publications (e.g. presentations and subsequent publications).

Place and date:

Signature:

First and last name:

Optional (e.g. to receive the results)

Address:

Email (optional):

Notes concerning the use of this form:

Please print double-sided.

Please adapt the parts marked in green to the specific project.

Everyone concerned receives a form signed by everyone. The form has to be printed in triplicate and signed by everyone: one signed copy for the participant, one for the researcher and one for the supervisor.

The signed declaration of consent is not to be included in the submitted thesis but kept separately.

1. https://justizvollzug.zh.ch/internet/justiz\_inneres/juv/en/ueber\_uns/oeffentlichkeitsprinzip.html [↑](#footnote-ref-1)
2. https://www.admin.ch/opc/en/classified-compilation/20061313/index.html [↑](#footnote-ref-2)