RESULT 1 & QUALITY ASSURANCE

Participant Information and Consent

A plain-language information sheet, consent form and data protection note for people taking part in G-PRO activities.

Co-funded by the European Union

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A plain-language information sheet, consent form and data protection note for people taking part in G-PRO activities.

How to use this document

Partners use this information sheet and consent form for focus groups, interviews, senior workshops, educator training and events where personal data, photos or recordings are collected.

- Replace every placeholder in square brackets, such as [Organisation name], before use.
- Translate into the national language.
- Give the information sheet to participants in advance where possible, and read the main points aloud.
- Print in large type (at least 14 point) for senior participants.
- Keep one signed copy and offer a copy to the participant.

NOTE

This document is a template. Each partner is responsible for checking it against national data protection law and its own organisational policies.

Part 1: Information sheet

What is G-PRO?

G-PRO stands for "Green Prompt: Promoting Healthy & Sustainable Ageing Through AI and Interactive Learning". It is a European project co-funded by the Erasmus+ programme of the European Union. It runs from December 2025 to March 2027.

Three organisations work together:

- Associação de Melhoramentos e Bem Estar Social de Pias (AMBESP), Portugal (coordinator)
- RRINOVA OÜ, Estonia
- Fundacja Edu Active, Poland

Together we are making a game and a handbook. They help older adults learn about artificial intelligence (AI) and simple ways to live in a greener, healthier way.

Why are we asking you?

We would like to hear from older adults and from people who teach adults. Your ideas and experience will help us make learning tools that are easy and useful.

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What will happen if I take part?

Depending on the activity, you may:

- talk in a small group about AI, technology and green living;
- fill in short questionnaires;
- try out a game or AI tool;
- give feedback about a session.

The activity will last about: [duration]

It will take place: [place, or online]

Do I have to take part?

No. Taking part is your free choice. You can stop at any time without giving a reason. Stopping will not affect you in any way, including your access to other activities of [Organisation name].

What information will you collect?

- Your answers to questionnaires and discussions.
- General details such as your age group. We do not need your exact date of birth.
- Your name and signature on this consent form only.
- Photos, audio or video only if you say yes below.

We will **not** ask about your health or other sensitive matters.

How will you use my information?

- To improve the G-PRO game, handbook and training.
- To write reports for the project and for the funder.
- In reports, we use a code instead of your name. Nobody will be able to identify you from what you said.
- Short quotes may be used without your name.

How will you keep my information safe?

- Consent forms are stored separately from your answers.
- Paper forms are kept in a locked cupboard. Digital files are kept in password-protected folders.
- Only project staff who need the information can see it.
- Audio recordings, if any, are deleted after the notes are checked, and no later than the end of the project.
- Other personal data is kept for [retention period], as required for checks by the funder, and then deleted securely.

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Photos and recordings

Photos and videos may be used on the project website, social media and reports to show our activities. This is **optional**. You can say yes or no on the consent form. If you say no, we will make sure you are not in photos.

Your rights

You have the right to:

- see the information we hold about you;
- ask us to correct it;
- ask us to delete it;
- withdraw your consent at any time;
- complain to the data protection authority in your country: [name of national data protection authority].

If you withdraw, we will stop using your information. Information already combined into anonymous results may not be possible to remove.

Who can I contact?

Organisation: [Organisation name]

Contact person: [Name and role]

Telephone: [Telephone]

Email: [Email address]

Address: [Postal address]

Data protection contact: [Name or data protection officer, and contact details]

Part 2: Consent form

Activity: _____

Date: _____

Place: _____

Please tick each box you agree with.

- ☐ I have read the information sheet, or it has been read to me.
- ☐ I have had the chance to ask questions.
- ☐ I understand that taking part is voluntary and that I can stop at any time without giving a reason.
- ☐ I agree to take part in this activity.

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- [ ] I agree that my anonymous answers and quotes can be used in G-PRO reports and materials.
- [ ] I understand how my information will be stored and used.

Optional permissions

Please tick **Yes** or **No** for each one.

I agree that...	Yes	No
The discussion may be audio recorded, only to check notes		
Photos or videos of me may be taken during the activity		
Photos or videos of me may be published on the G-PRO website, social media and reports		
I may be contacted about future G-PRO activities		

Participant name: _____

Participant signature: _____

Date: _____

If the participant needed help to complete this form:

Name of person who helped: _____

Signature: _____

For the organisation

Name of staff member: _____

Signature: _____

Participant code assigned: _____

Part 3: Withdrawal form

I wish to withdraw from the G-PRO project.

- [ ] Please stop using my information from now on.
- [ ] Please delete my information where possible.
- [ ] Please remove photos or videos of me from future publications.

Name: _____

Signature: _____

Date: _____

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Part 4: GDPR note for partners

All G-PRO partners process personal data in line with the General Data Protection Regulation (EU) 2016/679 and national law.

- **Data controller:** each partner organisation is the controller for the data it collects. [Organisation name] is the controller for this activity.
- **Legal basis:** consent of the participant (Article 6(1)(a) GDPR). Where attendance lists are needed for grant reporting, the legal basis may be legitimate interests or a legal obligation; partners should state this in their own privacy notice.
- **Data minimisation:** collect only what is needed. Use age groups, not dates of birth. Do not collect health or other special category data.
- **Pseudonymisation:** use participant codes in all notes, questionnaires and reports. Keep the list linking codes to names separately and securely.
- **Sharing between partners:** share only anonymised or pseudonymised data. Do not share consent forms or code lists.
- **Photos:** publish only with explicit consent. Take extra care with images of vulnerable adults.
- **Online tools:** choose video-call and survey tools that comply with GDPR, and do not record online sessions without consent from everyone present.
- **Attendance lists:** attendance lists required by the funder are stored securely with other project records and are not published.
- **Retention:** keep records only as long as needed for project reporting and funder checks, then delete or destroy them securely.
- **Breaches:** report any loss or misuse of personal data to the coordinator and to your organisation's data protection contact without delay.

REMEMBER

If in doubt, do not collect it. Less personal data means less risk for participants and for the project.

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