

## Template 'Informed Consent Form'

I, <PrintedFullName>, herewith give my consent that speech data recorded of my voice/video data recorded of myself within the <ProjectName> project can be used for the creation of a speech corpus with the aim to study <ProjectTopic>. The responsible person for project <ProjectName> is <Name>, <Contact data>.

The recorded data as well as describing metadata (e.g. my gender, age) will be anonymized, that is after 3 months starting with the recording date they cannot referenced back to my name or to my address or to other data that allow the identification of my person. Within the period of 3 months after the recording date I can revoke this declaration and demand the deletion of all recorded data and metadata. After expiry of that period I transfer all usage and exploitation rights to <Organisation of corpus creator, i.e. a university or company>, including the publication of parts of the data in scientific media and the distribution to a restricted group of users.

I was informed about the aim and the planned usage of my recorded speech data and metadata, and all my questions regarding this have been answered. I received a copy of this declaration.

<Place>, <Date>,

<Signature>

### Remarks:

- The 3 months period in which the speaker can revoke his/her consent is not necessary by European law. We recommend it nevertheless because then it is quite impossible for the speaker to claim that he/she was over-whelmed or had not enough time to think about the consent on the day of the recording.
- If you are paying a compensation to the speaker, it is wise to mention this also in the consent, because this also gives the consent more weight. Something like:  
"For the participation in this experiment I received a compensation of ### EUR."
- Give a printout of the declaration (not necessarily a copy with signature) to the speaker.
- Regarding the underlined sentence: sometimes names or faces appear in the recording that allow the identification of the speaker although all data have been anonymized. Instead of anonymization pseudonymization can be offered in that case; pseudonymization means to delete or mask all these parts of the data (which usually render the data unusable). If for ethical reasons such pseudonymization is unavoidable, you should also mention this in the declaration.

European and most countries' law only requires that pseudonymization should be applied, if feasible according to the intended purpose of the recorded data. Therefore, we recommend to state clearly in the consent form that a anonymization/pseudonymization is not feasible and not intended, so that the speaker knows that the data can be traced back to his person (otherwise the consent would be misleading!).