

TEMPLATE

INFORMED CONSENT FORM - WORKSHOP

Who we are:

We are contacting you in the framework of the [insert Project Name] funded by the Department of Agriculture, Food and the Marine under the EIP Agri programme 2023-2027. A detailed description on how [insert Project Name] handles personal data is presented in the project's privacy policy available on the project's web page (<https://www.???>).

Project:

[insert Project Name], is an EIP Agri project addressing XXXXXXXXXXXX, the impact that XXXXXXXXXXXX.

Event Organisers:

Organisation name: Either the project name or specific OG organisation

Address:

Phone: E-mail:

Responsible persons:

#	Role	Name	E-mail
	Role	Name	e-mail
1			
2			

What do we need from you?

We are inviting you to participate in our workshop organized by [insert Project Name] (if in person give location) in the frame of the [insert Project Name] with a view to (workshop description). We may also need to collect your feedback through a satisfaction survey. We may also take pictures and make recordings of the event for reporting and auditing purposes of the project and for other communication activities, such as social media posts, newsletters, website news and other.

Before, during and after your participation in our events, we need to process some of your personal data:

- Your contact details (full name, email, phone number);
- Some basic demographics (age, gender);

- Your professional info (organization, job position, field of expertise);
- Your opinions and feedback related to the organisation and quality of the event

Why do we need your data & what will we do with them?

We need your data to contact you to plan and carry out the activities foreseen for the organisation of our workshop, such as to carry out invitations and to share with you important information about the workshop. We might also take pictures and make video or sound recordings of the event. The project's deliverables that will be derived based on the organisation of the workshops will not include your personal data or any other information that could identify you. Your personal data will remain on our participants' lists and registration forms that will be used to effectively plan the organisation of the workshop.

We may share your data with our Operational Group partners (Name them) for the purposes of workshop organisation and in the drafting of the relevant deliverables.

We would also be very happy if you gave us your consent to contact you in the future to ask you to participate in other project's activities (e.g. testing and promotion of [insert Project Name] tools, events etc.) and also to inform you about the project's progress (e.g. by sending you a newsletter or similar messages). We would also ask for your consent to be contacted in the future about other related projects being undertaken by the [insert Project Name] team.

How can you withdraw your consent?

You should know that you can withdraw your consent at any time by communicating either on the phone or by email with the responsible persons listed in the previous page. With regards to the informational messages and newsletters you can always opt out by simply clicking the link "Unsubscribe" or something similar included at the end of all the relevant messages.

