LIVING LAB TOOLKIT · OPEN SAMPLE · 02

Proportionate Consent Form

Plain-language information and consent for taking part in a Living Lab session. “Proportionate” means the depth of information matches the risk: short for a low-risk usability test, fuller for sessions with emotional data or vulnerable people.

How to use this sample

Replace every [bracket] with your project’s details. Read it aloud for participants who prefer it. For children or adults who cannot consent themselves, add proxy consent from a parent or carer plus the person’s own assent.

Have your data protection officer check the legal basis before use; this sample is not legal advice.

About this session

What is this?	A Living Lab session to test [name of the technology] with the people who might use it. We are testing the technology, not you.
What will I do?	[Describe the tasks in one or two sentences.] It takes about [duration].
What the technology does	[Plain description.] It uses artificial intelligence to [what it infers or suggests].
What it does NOT do	It is not a medical device and does not diagnose or treat anything. [Add other limits.]
What data we collect	[e.g. your answers on a feedback sheet, observation notes, usage logs.] We use a participant number, not your name.
What we do NOT collect	[e.g. audio or video recordings, health records.]
Who is responsible for the data	[Organisation name] is the controller of the data collected in this session. Contact: [email].
How long we keep it	[Retention period], then it is deleted or fully anonymised.
Risks and support	[Any discomfort you might feel.] You can pause or stop at any time. Support contact: [name, phone].
Your rights	Taking part is voluntary. You can stop at any time without giving a reason and ask us to delete your data until [date]. You can ask to see your data or complain to [data protection authority].

Consent

Please tick each box you agree with.

I confirm that…	Yes	No
I have read or heard the information above and could ask questions.	☐	☐
I understand that I will interact with a system that uses artificial intelligence, and what it does and does not do.	☐	☐
I agree to take part, and I know I can stop at any time without giving a reason.	☐	☐
I agree that my anonymised answers may be used in reports and publications.	☐	☐
[Optional] I agree to be contacted about future sessions.	☐	☐

Participant ID	
Signature and date	
Proxy (parent / carer), if applicable — name, signature, date	
Researcher — name, signature, date	