

## Information sheet for research project

### “ The effect of the window films on cognition, perception, and health”

#### 1. Introduction

Eindhoven Technical University (TU/e) invites you to take part in research project FOIL, because you emailed the research team and completed the online survey to express your interest in participating in the study.

Joining this research project is your choice. Your participation is completely voluntary and does not pose any physical, legal or economic risks. You are not obliged to answer questions you are uncomfortable with, and you can withdraw from the research at any time without explaining why. Declining or withdrawing will not have negative impact for you you will be compensated for your time up to the withdrawal date.

Before you decide, please read the following information to understand what the project is about, what we expect from you and how we handle your personal data. After reading, you can sign up by completing the attached form.

If you have questions, feel free to contact the research team at [window.foil.tue@gmail.com](mailto:window.foil.tue@gmail.com) or directly to Cynthia Ly ([c.ly@maastrichtuniversity.nl](mailto:c.ly@maastrichtuniversity.nl)) or Wei Luo ([w.luo@tue.nl](mailto:w.luo@tue.nl)). You can also discuss this information with people you trust.

#### 2. Purpose of the research

The project is managed by

Rick Kramer (Principal Investigator) and conducted by Cynthia Ly and Wei Luo as part of the research team. The research project is a collaboration between TU/e and Maastricht University (UM).

The aim of this research project is to investigate how different window films affect human cognition, perceptions, and physiology.

#### 3. Controller in the sense of the GDPR

TU/e is in charge of handling your personal data for the research. You can contact TU/e at:

Technische Universiteit Eindhoven  
De Groene Loper 3  
5612 AE Eindhoven

#### 4. What will taking part in the research project involve?

In the research project we will collect your personal data using the methods:

- Participating in 1 screening session (1.5 hours), during which you will be:
  - Filling in a screening questionnaire 1 time about your general information to determine your eligibility for this study.
  - If you are eligible for this study, you will be asked to practice some simple computer games (cognitive tasks).
- Participating in 2 test conditions (5.5 hours each) during which you will be:
  - Sitting in a room
  - Filling in a questionnaire 6 times about indoor environmental quality and cognitive tasks at the TU/e test façade.
  - Collecting saliva samples 6 times to gauge cortisol levels.
  - Wearing wearable sensors to measure the physiological responses.
  - Playing some simple computer games (cognitive tasks).

Throughout the research, you might be asked personal questions related to your health. We ask these questions only for the benefit of the research project.

For your participation you will receive a compensation of 130 euros (60 euros per session and 10 euros for screening) as a sign of our appreciation.

## 5. What personal data from you do we gather and process?

We collect and process the following personal data which is necessary for the project purpose:

<b>Category</b>	<b>Personal data</b>	<b>Purpose</b>	<b>[Retention period]</b>
<i>Contact data</i>	<i>Name, e-mail, phone number</i>	<i>To communicate with you</i>	<i>As long as necessary, no longer than the end of the project</i>
<i>Medical data</i>	<i>Birth year, general perceptions of health, blood pressure, weight, height, use of contraceptive, chronotype, sleep quality</i>	<i>To determine your eligibility for this study during the screening as this study focuses on the healthy population</i>	<i>10 years</i>
<i>Physiological data</i>	<i>heart rates, skin temperature, physical activity, cortisol level in the saliva sample</i>	<i>To assess basic physiological responses to the window films</i>	<i>10 years</i>
<i>Bio samples</i>	<i>Saliva sample</i>	<i>To measure cortisol levels</i>	<i>As long as necessary, no longer than the end of the project</i>

Your data is retained only for the time period as specified in the table. Keeping your data for this period helps us to comply with scientific principles, such as producibility and verification. After this period, your personal data will be deleted or anonymized to ensure it can no longer be linked to you.

## 6. Stopping your participation and withdrawing your consent

If you end your participation or if you withdraw your consent for the processing of the special categories of personal data, we will not use your data anymore from that moment on.

For questions, ending your participation, withdrawing your consent, or complaints, please contact the research team at [window.foil.tue@gmail.com](mailto:window.foil.tue@gmail.com) or directly to Cynthia Ly ([c.ly@maastrichtuniversity.nl](mailto:c.ly@maastrichtuniversity.nl)) or Wei Luo ([w.luo@tue.nl](mailto:w.luo@tue.nl)).

For concerns or questions about the handling of personal data e-mail the data protection officer of TU/e at [functionarisgegevensbescherming@tue.nl](mailto:functionarisgegevensbescherming@tue.nl). You can also file a complaint with the Dutch data protection authority: the Autoriteit Persoonsgegevens.

You have the right to request access, rectification, objection, erasure or adaptation of your data. Submit your request through [privacy@tue.nl](mailto:privacy@tue.nl)

## 7. Basis for processing your personal data

We process your personal data because it is part of the university's public task to conduct scientific research as stated in article 1.3 of the Dutch Wet Hoger onderwijs en Wetenschappelijk onderzoek. The TU/e always follows established codes of conduct for research integrity and the scientific standards.

For processing special categories of (sensitive) personal data, like the data on medical data, physiological data and bio samples, we need your explicit consent. You can provide your consent in the attached consent form.

## 8. Who has access to your personal data?

*Access to personal data within TU/e and UM*

Only authorized employees involved in the research, will have access to your personal data, but only if necessary for their tasks. The authorized employees will keep your personal data confidential.

Access to personal data by other parties

For processing your personal data in this project, we will use the services of the following parties:

- Storage solution: SURF Research Drive (the Netherlands)
- Survey tool: Qualtrics (the Netherlands)
- Data analysis tool: R and/or SPSS

With these parties, TU/e has a suitable agreement in place to ensure specific obligations to protect your personal data are followed.

TU/e and UM will process your personal data within the European Economic Area (EEA) by storing your data on a server inside the EEA.

## 9. How are your personal data protected?

TU/e and UM has implemented appropriate technical and organizational measures to protect personal data. These measures include using centrally managed and verified research and storage tools.

Additionally, mention measures like limited data access through authorization and authentication, organizational guidelines on the processing of personal data, encryption, ISO standardization, and storage in secure locations provided by TU/e's IT service.

## 10. Confidentiality, storage of data and future research

The collected data will be stored on Research Drive.

We will make sure that any published research results will not include confidential or identifiable information about you unless you explicitly agreed to it, for example if you want your quote or your name to be mentioned in publications.

Your personal data might be used for future research, but only if your data is truly necessary, the recognized ethical standards for scientific research are followed.

We might use anonymized data for new research purposes. We will ensure the data cannot be linked to you and we will not disclose anything that makes you identifiable.

This research has been assessed and approved by the ethical committee of Eindhoven University of Technology.

**\*\*\* Scroll down for the consent form \*\*\***

## Consent form for participation by an adult

By signing this form, I confirm:

1. I received enough information about the research project from the separate information sheet. I have read it, and I had the chance to ask questions, which have been answered to my satisfaction.
2. I take part in this research project voluntarily. There is no explicit or implicit pressure for me to take part in this research project. I understand I can stop my participation at any moment, without explaining why. I do not have to answer any question I do not want to answer.
3. I know my personal data will be collected and used for the research, as explained to me in the information sheet.

Furthermore, I consent to the following parts of the research project

4. I consent to the processing of special categories of my personal data, [medical data, bio samples, physiological data] as mentioned in section 5 of the information sheet.

YES  NO

5. I consent to retaining research data gathered from me and using this for future research in the field of building research in which recognized ethical standards for scientific research are respected, and for education purposes.

YES  NO

6. I consent to processing my personal data gathered during the research in the way described in the information sheet.

YES  NO

Name of Participant:

Name of Researcher:

Signature:

Signature:

Date:

Date: