**Informed Consent**

1. No informed consent needs to be obtained in the event that:
2. the research uses publicly available archived documents;
3. the research involves the investigation of speeches, publications, and other messages produced by individuals appearing in the public domain, such as journalists, politicians, artists, and scientists;
4. the research involves the observation of common training and educational practices which cause no particular stress to the participants; or
5. the research involves the observation of common work processes, unless this may pose a threat of losing their job to the individuals involved.
6. No informed consent needs to be obtained in the event of research projects using anonymous questionnaires (none of the data required or any combination thereof should result in the disclosure of the respondent’s identity). Even under these circumstances, it should be stated at the beginning of each questionnaire what the research seeks to achieve and who is it being conducted by.
7. Informed consent must be articulated in such a way as to be comprehensible to the individuals participating in the research project.
8. Informed consent generally includes:
9. information about the nature of the research, including any possible risks;
10. the prospective utilisation of the outcomes of the research;
11. general information about the research team, including their up-to-date and functioning contact details;
12. information about the possibility of the participant being able to withdraw from the research, even after it has been completed; and
13. measures taken to safeguard personal data, should the researchers collect such data.
14. In the event of the data being collected by means of interviews, verbal informed consent incorporated into the recording should suffice.
15. In any other cases, it is advisable to obtain written informed consent.
16. In the event that not all the information can be provided at the beginning of the research project, the participants should be briefed as soon after it has been completed as possible and asked to grant their additional informed consent. Such a procedure is possible only in the event that the research cannot be conducted by means of any other method and poses no threat to the study participants.