



Participant Consent to Participate in a SDCI Research Study

Thank you for agreeing to participate in a Seattle Department of Construction and Inspections (SDCI) research study. We have scheduled your session for _____.

Through this research effort, SDCI is gathering information from our customers to help us improve the services we provide. These improvements will help ensure our services are accessible to and equitably serve Seattle's diverse communities. Your participation in the research study is voluntary, and you may choose to stop at any time.

With your consent, we may record audio and/or video during the study session. This may include your face, voice, and any content you may share from your computer screen. There will also be a notetaker who will take notes about your responses.

How we will use your feedback and recordings:

- Your responses and any information that you provide to SDCI will remain anonymous. Your personal data – including your name, phone number, email address, and physical address – will not be shared outside of the SDCI and partner city departments.
- We will only use audio and video recordings for internal City sharing and research purposes. Findings and insights from user research may contribute to internal reports, presentations, product improvements, training, or market materials.

Personal Data

Your personal data – including your name, phone number, email address, and physical address – will not be shared outside of the SDCI and partner City departments. We will not share your personal information with any other government entities, businesses, or organizations. To help identify residents who are the best match for a research study, other information previously collected about you, such as your age, gender identity, and racial background, may be shared with SDCI project managers. This information will be anonymous and will not be connected to your name or other personal data.

All personal data and information about you will be stored in a third-party platform, Great Question. Read about [Great Question's privacy and security](#) compliance features, which include encryption and permanent data deletion.

The personal information you provide on this form is subject to the [Washington Public Records Act](#) and may be open to disclosure requests by a third party. Please see the City of Seattle's privacy statement at: [Seattle Data Privacy](#) to learn more about how this information is managed.

Use of Data Collected

Information previously collected about you will be used to help SDCI identify participants for certain research efforts. For example, SDCI may review demographic data and determine if you meet criteria to provide feedback on a specific question or topic.

Signature & Opt-In

By signing this form, you consent to participate in the study, which allows SDCI to use your statements, recordings, and study notes as stated above.

You will receive a gift card in the amount of \$ _____ for taking part in this study.

Please check this box if you consent to participating in the study and having information from the study recorded and used for research purposes by SDCI.

(OPTIONAL OPT-OUT) Please check this box if you do not consent to have your photograph taken and/or video recorded of you which SDCI can use for research purposes.

I understand the above information and agree to participate according to the conditions above:

Name _____ Date _____

Signature _____