

Participant Information and Consent Form

1. What is the workshop about?

You are invited to take part in the project “Bridging the Digital Divide - Cyber Security for the Elderly”.

The project aims to equip the elderly people in our communities with protective measures against cyber security threats through educational workshops and resources.

2. Who is conducting this project?

The project is being carried out by the following academics: Associate Professor Betul Sekendiz, Dr Patrick Shearman and Mr Connor Barkley at International College of Management, Sydney (ICMS).

Project Funder: This project is being funded by a Cyber Security Awareness Support for Vulnerable Groups Grant by the Department of Home Affairs of the Australian Government.

3. Inclusion/Exclusion Criteria

Before you decide to participate in this workshop, we need to ensure that it is ok for you to take part. The project is looking to recruit people who meet the following criteria:

- At or above the age of 65
- Not highly dependent on medical care
- Do not have a cognitive impairment, an intellectual disability or mental illness
- Reside within the Northern Beaches region of Sydney, New South Wales

4. Do I have to take part in this workshop?

Participation in the workshop is voluntary. If you do not want to take part, you do not have to.

If you decide you want to take part in the workshop, you will be asked to:

- Read the information carefully (ask questions if necessary);
- Complete, sign and return this consent form if you decide to participate in the workshop;
- Save a copy of this form for your records.

5. What does participation in this project require?

If you decide to take part in this project, we will ask you to:

- **Participate in a workshop:** You will be invited to participate in a 45-minute face to face workshop. The workshop will be facilitated by one of the trained project team members. The location of the workshops is at ICMS Northern Beaches Campus, 151 Darley Road, Manly NSW 2095. As other host partner organisation locations become available, these will be listed on the program's registration page.
- **Pre- and post-surveys:** You will be asked to complete an online or paper survey immediately before and after the workshop. Each survey should take approximately 10 minutes to complete.

6. What are the potential risks of participation?

You may experience discomfort or mild anxiety while participating in the workshop and the surveys as part of this project. If you require support, you can stop participating at any time. You can also tell your workshop facilitator and they will provide you with assistance or alternatively a list of support services and their contact details are provided below.

7. What are the possible benefits to participation?

We hope to use information we get from this project to benefit the elderly people in our communities by empowering them with educational materials to protect themselves against cyber criminals. The project also aims advance disciplinary knowledge of the effectiveness of cyber-security awareness programs and assist in the development of best practices and protocols.

8. What will happen to information about me?

The submission of the online survey or completion of the paper survey is an indication of your consent. By selecting the 'I agree to participate' choice on this informed consent form, you are providing your permission for the project team to collect and use information about you in your survey responses for the project.

The research team will store the data and information collected from you for this project for:

- A minimum of 7 years after the completion of the project; and
- A minimum of 5 years after the publication of the project results.

The information about you will be stored in an/a:

- Initially re-identifiable format where any identifiers such as your name, address, age will be replaced with a unique code that will be recorded in a code book.
- After the data are analysed, the code book will be destroyed and the data will be stored in non-identifiable format where your identify will be unknown.

You will be asked to provide your consent for the research team to share or use the information collected from you in future projects that:

- Will be specific to the aims of this project

Your information will only be shared in a format that will not identify you.

Data collection and storage:

- Information collected from you in an electronic format will be stored on a password protected OneDrive folder at ICMS only accessible to the approved project team members.
- Information collected from you using paper-based measures will be stored at ICMS, Head Office, Level 1, 151 Darley Road, Manly, 2095, NSW in a locked cabinet and only the approved project team members will have access to this information.

9. How and when will I find out what the results of this project are?

The project team intend to publish the results of this project in reports, peer-reviewed journals, conferences, symposiums or forums. Anonymous summary of results may also be shared with internal and external stakeholders, partner or funding organisations on the project or the public on the ICMS website. All Information will be published in a way that will not identify you.

The anonymous summary of results will be published online here:
<https://www.icms.edu.au/scholarly-projects/cyber-security-elderly-project/>

If you would like to receive a copy of the results you can let the project team know by inserting your email or mailing address at the end of this form or in the form you will be directed upon submission of the survey. We will only use these details to send you the results of the project. Individual results can be provided within 10 working days after participation. Aggregate project summary results will be available after 30 July 2026.

10. What if I want to withdraw from the project?

If you do consent to participate, you may withdraw at any time. You can do so by completing the 'Withdrawal of Consent Form' that you can obtain from the Project Lead by email.

If you decide to leave the project, we will destroy any information that has already been collected and no additional information will be collected from you. Once your responses have been de-identified and merged with those of other participants, it will no longer be possible to remove individual data.

Your decision not to participate or to withdraw from the study, will not affect your relationship with ICMS, your organisation or the Department of Home Affairs.

The information you provide is personal information for the purposes of the Privacy and Personal Information Protection Act 1998 (NSW). You have the right of access to personal information held about you by ICMS, the right to request correction and

amendment of it, and the right to make a complaint about a breach of the Information Protection Principles as contained in the PPIP Act.

11. What should I do if I have further questions about my involvement in the project and the workshop?

The person you may need to contact will depend on the nature of your query. If you require further information regarding this project or if you have any problems which may be related to your involvement in the project or the workshop, you can contact the following project team member

Project Lead Contact

Name	Assoc. Prof. Betul Sekendiz
Position	Associate Dean (Scholarship)
Telephone	+61 (2) 9466 1038
Email	bsekendiz@icms.edu.au

If at any stage during the study, you become worried or require additional support from someone not involved in the research please call:

Contact for counselling support

Name/Organisation	Lifeline
Position	Contact
Telephone	13 11 14
Email	https://www.lifeline.org.au/

What if I have a complaint or any concerns about the project?

This project has been approved by the Human Research Ethics Advisory Panel (HREAP) at ICMS (ethics approval no: 250902). If you have a complaint regarding any aspect of the project or the way it is being conducted, please contact the Ethics Director of ICMS:

Complaints Contact

Position	Ethics Director
Telephone	+ 61 2 9977 0333
Email	Research.ethics@icms.edu.au

Consent Form – Participant providing own consent

Declaration by the participant

By checking the “I agree” button below:

- I understand I am being asked to provide consent to participate in the project “Bridging the Digital Divide - Cyber Security for the Elderly”;
- I have read the Participant Information Sheet, and it has been provided to me in a language that I understand;
- I provide my consent for the information collected about me to be used for the purpose of this project only;
- I understand that if necessary, I can ask questions and the project team will respond to my questions;
- I freely agree to participate in this project as described and understand that I am free to withdraw at any time during the project or workshop and withdrawal will not affect my relationship with any of the named organisations and/or project team members.

☐ **I agree**

Name of Participant (please print full name)	
Signature of Participant	
Date	

Please add your email or mailing address if you would like to receive a copy of the results of the study below

Mailing address of Participant	
Email of Participant	

Submit consent form to email: bsekendiz@icms.edu.au

Important note. The Consent Form declaration on this page is submitted when completing the online Pre-Workshop Survey. You do not need to complete and submit this form again. Please keep a copy this Participant Information and Consent Form for your records.

Form for Withdrawal of Participation

I wish to **WITHDRAW** my consent to participate in the project entitled “Bridging the Digital Divide - Cyber Security for the Elderly” and understand that such withdrawal **WILL NOT** affect my relationship with ICMS, my institution or Department of Home Affairs. In withdrawing my consent, I would like any information which I have provided for the purpose of this project withdrawn.

Participant Name

Name of Participant (please print full name)	
Signature of Participant	
Date	

Submit withdrawal of consent form to email: bsekendiz@icms.edu.au