

Re: registration system for participants

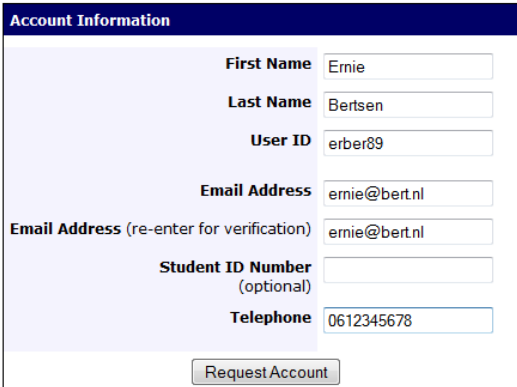
Dear prospective participant,

The Spinoza Centre registers and approaches participants by means of an online system. This letter provides information about the practical details of the system. It also explains which data are stored, and why, as well as the arrangements that have been put into place in terms of authorization regarding access to your information.

Should you have any questions after reading this letter, please email them to ppadmin@spinozacentre.nl.

Registering as a participant

1. Go to <https://spinoza.sona-systems.com>.
2. Click "New Participant? Request an account here."
3. Enter your information:



The screenshot shows a web form titled "Account Information" with a dark blue header. The form contains several input fields with labels and pre-filled values:

First Name	Ernie
Last Name	Bertsen
User ID	erber89
Email Address	ernie@bert.nl
Email Address (re-enter for verification)	ernie@bert.nl
Student ID Number (optional)	
Telephone	0612345678

At the bottom of the form is a button labeled "Request Account".

4. You will receive an email with the subject "Spinoza Centre Sign-Up System Login Information" (sent from spinoza-admin@sona-systems.net).

5. Log in to <https://spinoza.sona-systems.com> with the information in the email.
6. You are now asked to answer a number of questions about yourself. On the basis of these answers we will be able to invite specific participants, for instance if a study requires only right-handed women between the ages of 18 and 35. The answers will also help determine whether it is safe for you to participate in MRI research. For more information about MRI-research procedures please go to www.spinozacentre/participants.
7. The next step allows you to sign up for available studies, view your current appointments, cancel appointments should you wish to, and manage your contact details or change your password for the system:

The screenshot shows a user dashboard with three main sections:

- Study Sign-Up**: Represented by a pen icon. Description: "- browse a list of studies and sign up for those that interest you".
- My Schedule & Credits**: Represented by a calendar icon showing the number 26. Description: "- view or cancel my study appointments", "- view studies I've participated in, and see if credit has been granted", "- view other Credit I've earned".
- My Profile**: Represented by a profile picture icon. Description: "- change your password", "- modify contact information", "- change your email address".

8. The standard setting is an overview of active studies. Some studies will allow you to register for a specific appointment ("time slots available"), and in those instances it is possible to select a day. Studies that do not allow direct registration do offer the option to email the researcher involved and state your interest in participating.

Currently Viewing: All Studies

View studies with available timeslots on : 20 ▾ December ▾ 2013 ▾

Studies		
Available?	Study Information	Eligibility
	The sleeping brain	
Timeslots Available	MRI method development	
	Hearing colours	

After clicking a study with "Time slots available" and "View Time Slots for This Study":

Timeslots		
Date	Location	Sign Up?
Wednesday, 1 January 2014 10:30 - 12:00	REC-D	<input type="button" value="Sign Up"/>
Wednesday, 1 January 2014 12:00 - 13:30	REC-D	<input type="button" value="Sign Up"/>
Wednesday, 1 January 2014 13:45 - 15:15	REC-D	<input type="button" value="Sign Up"/>
Wednesday, 1 January 2014 15:30 - 17:00	REC-D	<input type="button" value="Sign Up"/>
Thursday, 2 January 2014 10:30 - 12:00	REC-D	<input type="button" value="Sign Up"/>
Thursday, 2 January 2014 12:15 - 13:45	REC-D	<input type="button" value="Sign Up"/>
Thursday, 2 January 2014 14:00 - 15:30	REC-D	<input type="button" value="Sign Up"/>
Thursday, 2 January 2014 15:45 - 17:15	REC-D	<input type="button" value="Sign Up"/>

9. N.B.: clicking 'Sign up' means instant registration. Once you have registered you will receive a confirmation at the email address you provided. You will be able to view your appointments via the "My Schedule/Credits" option. This is also the place where you may cancel appointments.

Changing your information and unsubscribing

You can change your contact details and password for the registration system via the "My Profile" option. If your answer to one or more questions re. MRI safety has changed, please notify us of this by email at ppadmin@spinozacentre.nl. If you wish to unsubscribe from the system, please also use ppadmin@spinozacentre.nl.

Storage and use of, and access to your information

Type of information stored?

The registration system stores a number of data. These are

- contact details (email address, telephone number),
- personal characteristics (year of birth, sex, dominant hand, colour blindness, mother tongue, educational level), and
- information regarding MRI safety.

What is this information used for?

Your contact details will serve as a way of keeping you informed on studies and to invite you to participate, as well as to confirm your registration or your cancellation of participation for a particular study. Any other details will be used to be able to approach you selectively for participation in a study, and in order to only show you those studies for which you are eligible. Your information will not be used outside the confines of the Spinoza Centre and under no circumstances will they be used without your prior consent for purposes other than the ones mentioned above.

Who has access to my details?

Your information is only accessible to the system administrator (employed by the Spinoza Centre) and is not visible to the researchers. Until the moment you contact a researcher they are only able to identify you by a code. You will find this code in the confirmation email that is sent once you have registered. The personal characteristics we require from

participants for new research cannot be traced to the level of individuals. Obviously researchers will see your email address when you approach them for details about a particular study.

Retrieving my information

You may ask to view the information about you that has been stored in the system. Please address this request to ppadmin@spinozacentre.nl. After identification you will receive an electronic copy of this information by email.

Is my information transferred to third parties?

No, the information you supply is not transferred to third parties.

About the system

The system meets various privacy and data protection rules and is subject to the European Union directive on data privacy and the use of test subjects. In particular, the system complies with the OECD privacy principles and the European Union Data Protection Directive. See [here](#) for more information.

Complaints

Please address any complaints you might have about the way in which your personal information is treated to the Ethics Review Board of the Psychology Department of the University of Amsterdam: Dr. W. van den Wildenberg (telephone: 020 5256686; email: w.p.m.vandenwildenberg@uva.nl; Postal address: Roetersstraat 15, 1018 WB Amsterdam).

The information above can also be found by (after logging into the system) clicking "Human Subjects/Privacy Policy" at the bottom of the page.