**Beta Testing – Using Drones and Model Aircraft**

Consent and non-disclosure form

**What will happen:**

The CAA (Civil Aviation Authority) is launching a new service that will enable people to comply with a forthcoming law that requires anyone who flies, uses, or looks after unmanned aircraft to undertake certain transactions with the CAA.

To test the service, the CAA are providing examples of the service to people to use remotely. You will be provided with an online link to the service and security credentials to log in.

You will be asked to provide feedback to the CAA (and its partners) on your usage of the service, which the CAA will be use to make improvements to the service. You may be asked to attend follow on sessions, or have a follow on call to talk about your experience using the system.

**Guidance on using the system:**

The service is not live and all transactions are simulated.

You may be asked to make a payment during your trial of the service. Please use the fake card details provided at this point, and do not enter any your own card details.

You may receive ID’s at the end of the session. These ID’s provide no rights, or benefits, and are not valid for further usage. If you use unmanned aircraft you will need to reapply when the service is live.

**Who is collecting this information?**

The people facilitating user researchers from BJSS Limited working as contractors alongside the CAA.

**Non-disclosure**

The service being reviewed is not due to be released until October, as such the information presented in the service is confidential. By consenting in this form, and participating in this Beta Testing, you agree to protect and hold confidential information about the service that you have seen today. You also agree to keep confidential any information gained about the CAA, BJSS, and other participants in the research.

You agree that you shall not use or disclose (except as expressly authorized in this form) information unless expressly permitted by the CAA or, when such information becomes, or is part of, the public domain.

You agree that you will not share the link to the service, the accompanying security credentials, or any of the content contained within the service. You agree to not take screenshots of the service, or record your usage of the service.

You also agree to keep confidential:

* any information about the activities you have completed
* any information regarding any elements which you are testing, have tested or will test, including the fact that the element exists

**What will the data be used for and who will see it?**

To use the service your personal data will be collected on our service database.

The observations, notes and answers collected in sessions will be converted into insights and used to help us understand those impacted by the 30th May 2018 update to the ANO. Only those involved in the delivery of this service will have access to the output of this session. All data will be anonymised at the time of compilation and publication so you will never be identified when we use the data. We only record your name to allow for follow-up and clarifications throughout the project.

**How will the data be stored and for how long?**

The data will be digitized and stored along with existing project materials in a secure site that will be accessed only by those involved in the delivery of this service. We will hold your anonymised feedback for the standard period that the CAA retains these project materials

If you wish for data and information related to you to be deleted, please contact the CAA via Drone.Registration@caa.co.uk

**Please tick each box to confirm you have understood the agreement.**

I confirm that I understand the purpose for which my data will be used, solely for the development of this service

I understand that my participation is entirely voluntary and that I am free to withdraw from the service at any time without giving any reason and without being disadvantaged in any way.

I understand I may request for all data held by CAA, related to me, to be deleted.

I understand that any data recorded and accessed will remain fully confidential and kept within the service delivery team only.

I understand that BJSS holds no responsibility nor liability for the loss, accidental deletion or corruption of data that is held within the service.

I confirm that I will not publicize any information about the service that is not in the public domain

Please sign here if you agree to the above terms:

**Participant**

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**Full name Signature Date**