**Participant Information Sheet**

Version B1: June 2021

1. **Research Project Title**

DEEP CITIES: Curating Sustainable Urban Transformations through Heritage (CURBATHERI)

1. **Background, aims of project**

My name is Elizabeth Robson and I am a Research Assistant at the University of Stirling. I would like to invite you to take part in a research project that is seeking to understand how people today relate to urban environments that have undergone historical transformation.

It is well known that cities are constantly changing. The DEEP CITIES project is reflecting on the choices we make about how urban heritage is used in city planning and development. It aims to provide decision makers with the tools they need to better understand the deep history of our cities and incorporate the values associated with urban heritage into management decisions.

This is an international project. In the UK, the research is focusing on two specific sites, in Canongate (Edinburgh) and Woolwich (London). As part of this project, I will be talking to people about their experiences of this urban heritage.

1. **Why have I been invited to take part?**

You have been invited to take part because you are familiar with one of the UK study sites.

It may be that you live or work nearby, you have expressed an interest in the site, you have visited the site, you hold a position associated with the site (in a community organisation, public body, or private company), or you have professional experience of the site/relevant to the overall project aims. It may be that more than one of these connections applies to you.

1. **Do I have to take part?**

No. You do not have to take part. If you do decide to take part, you can withdraw your participation at any time without needing to explain and without penalty by advising the researcher of this decision. If you withdraw, we will not collect any more information from you. However, any data collected up until the point that you withdraw that has already been used in the data analysis or publications will be kept. You will be given this information sheet to keep and be asked to sign a consent form (or complete an electronic consent form if we are meeting online).

1. **What will happen if I take part?**

You will be invited to attend a group activity or workshop, which would typically last about 2 hours and not exceed 3 hours. The group will consist of around 6-10 people and the activity will take place at a convenient time and venue to be agreed with all participants. This will normally be a public place, and not in a private home. The activity may take place outside and include visiting the site or walking through the surrounding area. Alternatively, the activity may take place virtually (using an online video chat platform), with a ‘live’ whole group video workshop and/or online chats that can be accessed and contributed to, over a set period of time (e.g. 2 – 3 weeks). A variety of platforms may be used, including closed Facebook groups, but you will be informed about which platforms we intend to use in advance and ask for your consent.

During the workshop, there will be discussion about the study site. These discussions will cover questions such as how regularly you go and the activities that take place when you are there. If you have not previously visited, you will be asked about your impressions of the site and any interest (personal or professional) that you have in it. You will be asked about any memories, feelings, experiences, or stories you associate with the site. Finally, you will also be asked about your personal experiences engaging with different communities around the site and about current heritage management processes.

As part of the workshop, you may be invited to view and comment on images, maps, or films related to the site. You might be invited to draw your own map of the area or to build-on an existing map by adding details of places that are significant to you or your community and the stories, memories, people, or feelings that are associated with those places. You may also be invited to take and share your own photographs of the area, focusing on those areas or activities that are of importance to you. After capturing your images, you will be asked to select up to 10 to be shared with the group. Alternatively, you may wish to create other types of record, such as drawings, creative writing, performances/story-telling, or other creative practices, to share with the group.

You will be asked to discuss the maps/images/records that you have created, focusing on the heritage that is being highlighted and explain why you chose to record particular aspects: this could be particular memories or associations you have, the feelings and emotions of being in that place, or the activities that take place there. You are encouraged to share images/materials that relate to aspects of the site you find most important or to which you have a strong response, even if they are not the records you are most pleased with creatively/visually. With your permission, a selection of the images and other material created might be shared with the wider community.

Workshop activities may take place alongside or as part of wider events. You will always be made aware if this is the case and will be asked for your consent before participating in any activities that are contributing to this research.

If I use an audio or video recorder, I will ask for your consent in advance. Recording techniques like this are used to assist in accurately capturing the group discussions. With your consent, some excerpts may be used in sharing the research findings.

You may be asked for an individual interview and/or invited to participate in other research activities at a later date. Additional Information Sheets will be provided with full details of any further activities. You do not have to take part in any follow-up activities, if you do not want to.

1. **Are there any potential risks in taking part?**

The following risks are involved in taking part:

* Due to the site-specific nature of the findings, it will not be possible to anonymise the study sites in the final reports. This means there is a chance that your contributions may be identifiable to close members of your community, colleagues, or co-participants.
* As this is a group activity, other people may have different opinions to you or raise issues and ask questions that make you feel uncomfortable.
* This research will ask about personal memories and feelings, which *may* have the potential to be distressing or emotional, depending on your personal experiences and what you choose to tell me.

To help prevent these risks:

* All contributions will be anonymised in the final reports. If you have any concerns about being identified, we will discuss how, or if, this information is to be included. Very specific data may be omitted or only included as part of a consolidated data set.
* All participants are asked to respect the contributions of others and to ask and answer questions in a non-confrontational manner.
* You are not required to answer any questions or participate in any activities that you are uncomfortable with and you have the right to withdraw from the process at any time.
* I will not directly ask you about distressing/difficult emotional experiences. If you become upset or distressed, I will bring our discussion to a close as quickly and sensitively as possible. Where relevant, information on appropriate support services will be shared.
1. **Are there any benefits in taking part?**

There will be no direct benefit to you from taking part in this research, though we hope that you will enjoy the process and find it interesting. There will be no payment for taking part.

1. **Legal basis for processing personal data**

As part of the project, we will be recording personal data relating to you. This will be processed in accordance with the General Data Protection Regulation (GDPR). Under GDPR the legal basis for processing your personal data will be public interest/the official authority of the University.

1. **What happens to the data I provide?**

The research data will be kept secure using password and encryption protection. Personal/confidential information will be stored separately from the research data, which will be anonymised by allocation of a reference number or pseudonym. You will be asked whether you give permission for the use of any direct quotes on the consent form. If used, quotes will be identified by the anonymised reference, not your name. Your personal data will be kept for a maximum of 10 years and then will be securely destroyed.

Please be aware that, under UK law, I have an obligation to report anything related to child protection offences, the physical abuse of vulnerable adults, money laundering and crimes covered by the prevention of terrorism legislation.

1. **Future uses of the data**

Due to the nature of this research, it is possible that other researchers within the project may find the data to be useful in answering other research questions. We will ask for your explicit consent for your data to be shared in this way and, if you agree, we will ensure that the data collected is untraceable back to you before letting others use it.

1. **Will the research be published?**

Site-specific findings will be reported back to participants as part of the research process.

It is our intention to publish the research findings in both academic and professional journals. The findings will also be presented at relevant conferences and workshops. It is possible that there may be other publications, such as book chapters, and the findings may be reported in general public media/social media channels. You will not be identifiable by name in any report or publication. We may include photographs, but we will not use any that you appear in without your explicit consent.

Research results and project outputs will be shared via the DEEP CITIES website, which also contains further information on the project and can be viewed here: <https://curbatheri.niku.no/>.

The University of Stirling is committed to making the outputs of research publicly accessible and supports this commitment through our online open access repository (STORRE). Unless funder/publisher requirements prevent us, this research will be publicly disseminated through STORRE.

1. **Who is organising and funding the research?**

The DEEP CITIES project is co-ordinated by the Norwegian Institute for Cultural Heritage Research. It is funded via the Joint Programming Initiative on Cultural Heritage and Global Change, which is a Member-State-driven initiative bringing together national research funding organisations, ministries, and research councils from Europe to address societal challenges in the European Research Area frame. The funding to the University of Stirling is granted via the UK Arts and Humanities Research Council.

1. **Who has reviewed this research project?**

The ethical approaches of this project have been approved via the University of Stirling General University Ethics Panel.

1. **Your rights**

You have the right to request to see a copy of the information we hold about you and to request corrections or deletions of the information that is no longer required. You have the right to withdraw from this project at any time without giving reasons and without consequences to you. You also have the right to object to us processing relevant personal data however, please note that once the data are being analysed and/or results published it may not be possible to remove your data from the study.

1. **Who do I contact if I have concerns about this study or I wish to complain?**

If you would like to discuss the research with someone you can contact the researcher, Elizabeth Robson, at e.m.robson@stir.ac.uk, or the project co-investigator, Siân Jones, at sian.jones@stir.ac.uk. If you have concerns or complaints about the research, you can contact Emma Macleod, Head of Division, History, Heritage and Politics, at e.v.macleod@stir.ac.uk.

You have the right to lodge a complaint against the University regarding data protection issues with the Information Commissioner’s Office (<https://ico.org.uk/concerns/>). The University’s Data Protection Officer is Joanna Morrow, Deputy Secretary. If you have any questions relating to data protection these can be addressed to data.protection@stir.ac.uk in the first instance.

You will be given a copy of this information sheet to keep.

**Thank you for your participation.**