Information Sheet

1. What are the aims of the "Crowds, Communities and Co-Creativity" research project?

The research aims to explore crowdsourcing in cultural heritage institutions focusing on barriers and enablers for participation and meaningful processes. In collaboration with cultural heritage institutions in Germany and UK different co-creative settings online and onsite will be examined and tested with participants and staff. Your participation in this project will help us to understand how collection-related community work and co-creative activities of cultural heritage institutions can be enhanced with digital tools to foster meaningful processes and content.

2. Who is doing the research?

The research is conducted by Franziska Mucha, a PhD researcher based at the University of Glasgow College of Arts/Information Studies, in collaboration with The Hunterian, Glasgow Museums and the Museum Europäischer Kulturen. The project is part of European Union's funded Horizon 2020 Marie Curie Training Network POEM which inquires participatory memory practices. The PhD researcher, her research supervisors and the POEM network will be referred to as research team.

3. How will I be asked to provide data?

You will be asked to take part in one or more of the activities described below. These research activities are designed to collect qualitative and quantitative evaluation data.

- Completing a questionnaire
- Taking part in an Interview or focus group
- Taking part in creative workshop or online project
- Observation of your interaction in creative workshop or online project
- Analysis of material co-created in workshop or online environment

Data from these activities will be recorded by the researcher on paper, online (by digital data entry and/or system or web logging), by audio or video recording, by photography, and/or screen capture. Your permission for this will be sought before data collection begins through signing the Consent Form or completion of a digital user agreement. Your participation is voluntary and no compensation – economic or of any other sort – will be provided.

4. Will my participation be confidential?

You will have the opportunity to remain anonymous in this research project and you can specify your preferred form of identification on the Consent Form. When involved in online data collection, you will be informed before the system starts logging your data. At no time will you be asked to enter your real name or any other identifying information, unless you explicitly give your consent. To ensure anonymity throughout the whole research process a confidential identification number will be assigned to you personally and stored separately from the key. Non-anonymous data will not be made available outside of the research team to any individual unless you explicitly give your consent. Non-anonymous data that is already published (e.g. on social media platforms) will be treated with respect to its original context.

5. What will happen to my data?

Raw data will be accessed by the research team and will not be shared with third parties, unless you explicitly give your consent. Processed data may be included in the project outputs, such as on the POEM and other partners' websites, blogs and other form of media, publicity, reports, conferences and publications.

Data collection will be done in compliance with article 8 in the Charter of Fundamental Rights of the European Union. In addition to the EU charter, the collection of data will be done in compliance with the data protection acts, legislation, and directives of the partnering cultural institutions.

6. Who owns my data?

You have the right to access your data at any time by contacting the researcher. The University of Glasgow is committed to the principle of data protection by design and default and will collect a minimum amount of data necessary for the project.

The work created by the researcher and/or the University, for example: publications, presentations, images, recordings, transcripts and video will be owned by the University and/or the researcher.

Interviewees will retain ownership of their words spoken in the interviews and will be attributed in any published extracts if they have elected not to be anonymous.

Co-created or user generated material created by project participants with remain owned by the creators and the researcher will aim to license this work under creative commons in consultation with participants so that the work can be re-used.

7. How will my data be stored?

Data will be securely stored at the approved, password-protected University of Glasgow cloud storage solution OneDrive for Business (for more information, see https://www.gla.ac.uk/myglasgow/it/office365/onedriveforbusiness/). Physical data, such as audio or video recordings, questionnaires and transcriptions, will be stored in locked rooms at the University of Glasgow. Copies of the data will also be stored electronically on both password-protected hard drives and the OneDrive for Business account.

Data maybe be transferred internationally, as one of the University of Glasgow cloud storage solution is OneDrive for Business. This is approved for storing all type of University data and stores data in the EU (for more information, see https://www.gla.ac.uk/myglasgow/it/office365/onedriveforbusiness/).

Data will be retained in the University's data repository for a minimum period of ten years after completion of the research project, starting in 2021, adhering to the university's retention schedule as it is data of long-term value that underpins the thesis.
The University and EU Horizon 2020 Marie Curie, which is the founder of this research, are both committed to ensuring that data derived from publicly funded research is made available to other organisations and individuals. In the Consent Form you can indicate your support for open science with consenting to make a version of your data available under the conditions of anonymity you define in a trusted repository (e.g. university's repository Enlighten: Research Data or Zenodo, etc….)

Crowds, communities and co-creativity (POEM)

8. On what basis is my data being processed?

Under the General Data Protection Regulation (GDPR) the University has to identify a legal basis for processing personal data and, where appropriate, an additional condition for processing special category data. In line with our charter which states that we advance learning and knowledge by teaching and research, the University processes personal data for research purposes under Article 6 (1) (e) of the GDPR: *Processing is necessary for the performance of a task carried out in the public interest.*

Special category data is processed under Article 9 (2) (j): *Processing is necessary for archiving purposes in the public interest, or scientific and historical research purposes or statistical purposes.*
Research will only be undertaken where ethical approval has been obtained, where there is a clear public interest and where appropriate safeguards have been put in place to protect data. In line with ethical expectations and in order to comply with common law duty of confidentiality, we will seek your consent to participate where appropriate. This consent will not, however, be our legal basis for processing your data under the GDPR.

9. Can I withdraw from the project?

Your participation is voluntary and you can choose to withdraw from the research project at any point without consequence by contacting the researcher, even after your data have been collected. Should you wish to withdraw, all references to your data can be removed at your request and the data will be destroyed.

10. What are my rights in relation to my data & how can I report a complaint?

Under GDPR, you have a general right of access to your data, a right to rectification, erasure, restriction, objection or portability, and a right to withdrawal. Please note, not all rights, apply where data is processed purely for research purposes. For further information see:
https://www.gla.ac.uk/myglasgow/dpfoioffice/gdpr/contact/

11. Who should I contact if I have questions?

Should you have any questions or concerns about the research or your contribution to it, please contact the researcher or her supervisor:

- Franziska Mucha
  franziska.mucha@glasgow.ac.uk
- Maria Economou
  maria.economou@glasgow.ac.uk

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Ethical clearance for this project has been granted by the College of Arts Research Ethics committee [11 March 2019, Application No. 100180126]