**PARTICIPANT AGREEMENT FORM**

**Interviews with collections users/general public**

I understand that Professor Maria Economou and Dr Cassandra Kist are collecting data primarily in the form of interviews and workshops for use in the research project *‘Surfacing the National Collections: adapting image cataloguing standards to transform access to National Museums Scotland’s online collections’* at the University of Glasgow, in collaboration with the National Museums Scotland.

**Please read and tick ALL THE BOXES below to indicate your agreement:**

|  |  |
| --- | --- |
| **STATEMENTS ABOUT YOUR PARTICIPATION IN THE RESEARCH:** | *TICK below* |
| 1. I have read the **information sheet** outlining the project and its methods and had the opportunity to ask any questions arising from that.
 |  |
| 1. I may **withdraw** from the project at any time up until the data has been anonymized (June 1, 2023) without being obliged to give a reason. In that event all record of my remarks of will be destroyed immediately.
 |  |
| 1. I consent to **participate** in the project on the following terms:

I can leave any question unanswered and pause my participation at any point (e.g., at interviews/workshops) |  |
| 1. I agree to the **processing of data** for this project on the following terms:

Use and storage of research data in the University of Glasgow reflects the institution’s educational/ research mission and its legal responsibilities in relation to both information security and scrutiny of researcher conduct. * 1. As part of this, under UK legislation (UK General Data Protection Regulation [UK GDPR]), I understand and accept that the **lawful basis** for the processing of personal data is that the project constitutes a **public task**, and that any processing of special category data is ‘necessary for archiving purposes in the public interest, or scientific and historical research’.
	2. I understand that I have the right to **access** data relating to me or that I have provided and to **object** where I have reason to believe it has been misused or used for purposes other than those stated.
	3. I understand that my data will be accessible to the research team, encompassing staff from the National Museums Scotland and the PI Professor Maria Economou, and Co-I Dr Cassandra Kist (University of Glasgow).
	4. Project materials in both physical and electronic form will be treated as confidential by the research team and kept in secure storage (locked physical storage; appropriately encrypted, password-protected devices and University user accounts) at all times.
 |  |
| 1. Project materials will be retained in secure **storage** by the University for ten years for archival purposes (longer if the material is consulted during that time). Consent forms will also be retained for the purposes of record.
 |  |
| 1. Project materials may be used in future research and be cited and discussed in future publications, both print and online.
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**6. HOW YOU WANT TO BE ATTRIBUTED IN THE RESEARCH**

 **Condition of Anonymity**

**TICK AS APPROPRIATE:**

[ ] I agree to take part in the above study on the condition I remain anonymous: my name and all identifying information will be redacted/ removed. All other names and other material likely to identify other individuals will be redacted/ removed. This process will be completed by June 1, 2023. After this, the data will be deemed to have been anonymised.

**OR**

[ ]  I agree to take part in the above study on the condition my name is replaced with a pseudonym of my choosing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Please complete the information below and sign

Name of Participant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Researchers’ names and emails:** | Cassandra Kist (Cassandra.kist@glasgow.ac.uk) Maria Economou (Maria.Economou@glasgow.ac.uk)  |