

PARTICIPANT AGREEMENT FORM

I understand that Kaitlynn Buchbaum is collecting data in the form of recorded interviews for use in an academic research project based in Information Management & Preservation, Information Studies Department, College of Arts and Humanities at the University of Glasgow.

I have read the information sheet outlining the project and its methods and had the opportunity to ask any questions arising from that.

I consent to participate in the interviews on the following terms:

1. I can leave any question unanswered.
2. The interview can be paused or stopped at any point.

I agree to the processing of data for this project on the following terms:

1. 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.
 - a. 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'.
 - b. 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.
 - c. Project materials in both physical and electronic form will be treated as confidential and kept in secure storage (locked physical storage location, appropriately encrypted, password-protected devices and University user accounts) at all times.
2. Interviews will be transcribed and the recordings deleted once the transcription has been checked.
3. Transcriptions will be prepared in line with your preferences on anonymity.
4. NAMED PARTICIPATION:
 - a. If I choose to take part as a named participant, all names and other material likely to identify other individuals will be redacted/ removed.
 - b. I may withdraw from the project at any time up until its completion date without being obliged to give a reason. In that event all record of my remarks of will be destroyed immediately.

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5. PSEUDONYM USE

- a. I can choose to be referred to by a pseudonym of my choosing. All names and material likely to identify other individuals will be redacted/ removed.
- b. I may withdraw from the project at any time up until its completion date without being obliged to give a reason. In that event all record of my remarks of will be destroyed immediately.

6. ANONYMOUS PARTICIPATION:

- a. If I choose to take part as an anonymous participant, my name and all identifying information will be redacted/ removed. All other names and other material likely to identify individuals will be redacted/ removed. This process will be completed by 15 July 2024. After this, the data will be deemed to have been anonymised.
 - b. I understand that once the data collected is anonymised, in accordance with UK legislation (General Data Protection Regulation [UK GDPR]), it may be used for the purposes of the project without further reference back to me. However, I understand that I may request access or raise an objection if I have legitimate grounds for concern that I remain directly identifiable from it or that it has been used for purposes other than those stated.
7. 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). Agreement forms will also be retained for the purposes of record.
 8. Project materials may be used in future research and be cited and discussed in future publications, both print and online, as well as in other public domain outputs typically associated with HE research contexts (e.g. conference and other presentations, project-related publicity materials).

TICK AS APPROPRIATE:

- I agree to take part in the above study on the condition I remain anonymous.
- OR
- I agree to take part in the above study on the condition my name is replaced with a pseudonym of my choosing.
- OR
- I agree to take part in the above study and wish to be cited by name. I understand that I will be allowed to see and approve use of my comments in pre-publication drafts of any outputs.

ALL PARTICIPANTS:

- I agree to the terms for data processing as outlined above.
- I confirm I have been given information on how to exercise my rights of access and objection.

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Name of Participant: _____ Date: _____

Signature: _____

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