

Participant Information Sheet

Study Title: Coastal Flood Risk Ready Survey

Researcher: Sien van der Plank
ERGO number: 49016

You are being invited to take part in the **Risk Ready** research study.

It is important that you understand why the research is being done and what it will involve.

Please read the information below carefully and ask questions if anything is not clear or you would like more information before you decide to take part in this research. You may like to discuss it with others but it is up to you to decide whether or not to take part.

If you are happy to participate you will be asked to complete a consent form.

What is the research about?

The Coastal Flood Risk Ready Survey is being carried out by Sien van der Plank and her research assistants, to collect data contributing to her PhD academic qualification.

In this research you will be asked questions about:

- a) Previous experiences of flood events;
- b) Coastal flood risk locally;
- c) Responsibilities for managing coastal flood risk locally;
- d) Coastal flood risk management in your household and locally;
- e) Some social, personal and economic questions that are related to flood awareness and preparedness.

The objective of this research is to better understand what factors affect households' perceptions of responsibility in coastal FRM. This will improve how coastal flood risk managers interact with households in making places coastal flood risk ready.

The PhD of Sien van der Plank is funded by the Engineering and Physical Sciences Research Council, and the Leverhulme Trust.

Why have I been asked to participate?

You have been asked to participate because you live in an area that has some coastal flood risk, and because you live within 10km of the coast.

What will happen to me if I take part?

If you agree to take part, you will be asked a short (15 – 20 minutes) series of questions about coastal flood risk experiences, awareness and preparedness.

You can respond in person, on paper in your own time, or online. You can complete the survey until 31 August 2019.

Are there any benefits in my taking part?

If you take part and submit a completed questionnaire, you can choose to enter a prize draw to **win one of three £25 high street shopping vouchers**. If you wish to take part in the prize draw, your contact details (email address / address) will be collected and stored separately from your survey responses.

Are there any risks involved?

Sensitive memories are explored in the questions around previous experiences of flooding and flood evacuations.

You can pause the survey at any time, not respond to a particular question, or halt the survey altogether. Should any questions cause distress, please do ask to not respond to the question, or pause or halt the survey.

What data will be collected?

Sien van der Plank and her assistants will pass by your home to give you the opportunity to respond to this survey in person. Should you miss this opportunity:

- You can still submit a paper copy of the survey with the provided (addressed and stamped) envelope; or
- You can complete the survey online.

Personal, social and economic details including your address will be collected, as these have been shown to affect household awareness and preparedness for coastal flooding. This includes information that is considered special category data according to Data Protection:

- General health,
- Ethnicity, and
- Gender identity

Your data will be stored for analysis purposes, but no data or results will ever be published such that you can be personally identified (identifying or sensitive information will be removed before data is published).

Your name will not be collected.*

***If you choose to enter the prize draw, your *contact details will be stored separately from your responses* until the prizes have been drawn and sent out (October 2019). This information will then be deleted.**

Will my participation be confidential?

Your participation and the information we collect about you during the course of the research will be kept strictly confidential.

- **Consents forms** and **questionnaire responses** will be stored electronically.
- **Entries for the prize draw** will be stored electronically, until the prizes have been drawn (October 2019) and sent out.*

Data will be stored only in locations that are password protected, and only on UK-based servers.

Only members of the research team and responsible members of the University of Southampton may be given access to data about you for monitoring purposes and/or to carry out an audit of the study to ensure that the research is complying with applicable regulations. Individuals from regulatory authorities (people who check that we are carrying out the study correctly) may require access to your data. All of these people have a duty to keep your information, as a research participant, strictly confidential.

***If you choose to enter the prize draw, your *contact details will be stored separately from your responses* until the prizes have been drawn and sent out (October 2019). This information will then be deleted.**

Do I have to take part?

No. It is entirely up to you to decide whether or not to take part. If you decide you want to take part, you will need to complete a consent form to show you have agreed to take part.

What happens if I change my mind?

You have the right to change your mind and withdraw at any time without giving a reason and without your participant rights being affected. If you wish to withdraw, please just stop filling in the survey and do not submit it, or simply inform Sien / a research assistant that you wish to stop being surveyed.

However, as your name will not be collected with your survey responses, your data will not be able to be withdrawn after the survey has been submitted.

You can pause the survey at any time, not respond to a particular question, or halt the survey altogether. Should any questions cause distress, please do ask to not respond to the question, or pause or halt the survey.

What will happen to the results of the research?

Your personal details will remain strictly confidential at all times. Research findings made available in any reports or publications will not include information that can directly identify you.

Under the funding guidelines, some data will be made publicly available when Sien van der Plank submits her PhD. However, this data will not be able to be linked back to you.

Where can I get more information?

Contact Sien van der Plank for further information, or any questions you may have after reading this sheet.

Email REDACTED

Call REDACTED

Post REDACTED

Or, contact Sien's supervisor Sally Brown at REDACTED.

What happens if there is a problem?

If you have a concern about any aspect of this study, you should speak to the researchers who will do their best to answer your questions.

If you remain unhappy or have a complaint about any aspect of this study, please contact the University of Southampton Research Integrity and Governance Manager (023 8059 5058, rgoinfo@soton.ac.uk).

Data Protection Privacy Notice

The University of Southampton conducts research to the highest standards of research integrity. As a publicly-funded organisation, the University has to ensure that it is in the public interest when we use personally-identifiable information about people who have agreed to take part in research. This means that when you agree to take part in a research study, we will use information about you in the ways needed, and for the purposes specified, to conduct and complete the research project. Under data protection law, 'Personal data' means any information that relates to and is capable of identifying a living individual. The University's data protection policy governing the use of personal data by the University can be found on its website (<https://www.southampton.ac.uk/legalservices/what-we-do/data-protection-and-foi.page>).

This Participant Information Sheet tells you what data will be collected for this project and whether this includes any personal data. Please ask the research team if you have any questions or are unclear what data is being collected about you.

Our privacy notice for research participants provides more information on how the University of Southampton collects and uses your personal data when you take part in one of our research projects and can be found at <http://www.southampton.ac.uk/assets/sharepoint/intranet/Is/Public/Research%20and%20Integrity%20Privacy%20Notice/Privacy%20Notice%20for%20Research%20Participants.pdf>

Any personal data we collect in this study will be used only for the purposes of carrying out our research and will be handled according to the University's policies in line with data protection law. If any personal data is used from which you can be identified directly, it will not be disclosed to anyone else without your consent unless the University of Southampton is required by law to disclose it.

Data protection law requires us to have a valid legal reason ('lawful basis') to process and use your Personal data. The lawful basis for processing personal information in this research study is for the performance of a task carried out in the public interest. Personal data collected for research will not be used for any other purpose.

For the purposes of data protection law, the University of Southampton is the 'Data Controller' for this study, which means that we are responsible for looking after your information and using it properly. The University of Southampton will keep identifiable information about you for 10 years after the study has finished after which time any link between you and your information will be removed.

To safeguard your rights, we will use the minimum personal data necessary to achieve our research study objectives. Your data protection rights – such as to access, change, or transfer such information - may be limited, however, in order for the research output to be reliable and accurate. The University will not do anything with your personal data that you would not reasonably expect.

If you have any questions about how your personal data is used, or wish to exercise any of your rights, please consult the University's data protection webpage (<https://www.southampton.ac.uk/legalservices/what-we-do/data-protection-and-foi.page>) where you can make a request using our online form. If you need further assistance, please contact the University's Data Protection Officer (data.protection@soton.ac.uk).

Thank you!

Thank you for taking the time to read this information and considering taking part in the research.