

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) Recent flood events locally;
- b) Coastal flood risk locally;
- c) Responsibilities for managing coastal flood risk locally; and
- d) Coastal flood risk management activities carried out by households and your organisation locally.

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 are a stakeholder in managing coastal flood risk in the area.

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 30 September 2019.

Are there any benefits in my taking part?

There are no benefits to taking part. However, you can let Sien van der Plank know or contact her at a later date (using the contact details provided below) should you wish to receive a summary of the findings in early 2020.

Are there any risks involved?

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

What data will be collected?

Sien van der Plank will get in contact between July and September 2019 to invite you take part in this survey. Should you wish to participate, you can do so by:

- Responding by telephone or requesting Sien comes by in person; or
- Completing and submitting a paper copy of the survey with a provided (addressed and stamped) envelope; or
- Receive an electronic copy of the survey and email it back; or
- Complete the survey online.

Your data will stored for analysis purposes, but no data or results will ever be published such that you can be personally identified.

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.

Your name will be collected with your response and ensure you are not contacted multiple times! However, your name will never be published with the data, and will be removed from the data after 30 November 2019 (the date up until which you can withdraw your response).

Information collected about you during the questionnaire will be stored on a password protected computer and hard drive and that this information will only be used for the purpose of this study.

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.

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 (using the contact details below) that you wish to stop being surveyed.

However, as your name will be deleted from the data on 30 November 2019, your responses will not be able to be withdrawn after that date.

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 is awarded 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.

Thank you!

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