**Combined Participant Information Sheet**

**Study Title**: Exploring narratives of belonging in a city landscape: Southampton

**Researcher**: Ms Jayne Love

**ERGO number:** 62268

You are being invited to take part in the above research study. To help you decide whether you would like to take part or not, 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 sign a consent form.

**What is the research about?**

My name is Jayne Love and I am a part-time PhD student in Modern Languages and Linguistics at the University of Southampton, UK. My indicative PhD project title is ‘Exploring narratives of belonging in a city landscape: Southampton.’ I am interested to know to what extent Southampton residents who originated from EU countries feel a sense of belonging or unbelonging to Southampton as a city, and I will be investigating this by looking at the language my participants use in the stories they tell about their lives here.

Research on languages, migration and belonging in UK urban areas has focused mainly on other cities such as London, Leeds, and Manchester - little has been done in Southampton. Work that has been done previously in Southampton focused on institutions and languages at a policy and planning level (Cadier and Mar-Molinero, 2012). In contrast, my research will focus on the people themselves as local residents, focusing on what is meaningful to them. In addition, it will be in-depth over the course of a year, so as to better understand my participants and uncover deeper meanings. Further, it is the first study of this kind to take place virtually in Southampton in COVID-19 times.

The PhD will build on the knowledge that currently exists around language, place and belonging but it is envisaged that it will also contribute on a practical level, potentially impacting on local language policy or through improving community cohesion in Southampton through public engagement initiatives.

I am in receipt of the Vice Chancellor’s Scholarship, which pays for my PhD fees, and my supervisors are Professor Marion Demossier and Dr Jaine Beswick.

**Why have I been asked to participate?**

You are over the age of 18 and are normally resident in Southampton but originated from a country within the European Union prior to living in the UK.

**What will happen to me if I take part?**

1. You will create either a short written/typed piece or an audio/video-recording about how you came to live in Southampton, UK.
2. You will take part in an online interview with Jayne, during which you will talk about your journey to Southampton in more detail. This first interview is estimated to last one hour to one hour and a half. Interviews will take place over Microsoft Teams and be audio and video recorded using the built-in recording software on Microsoft Teams.  If you do not wish to appear on the video, you may leave your camera off.  Microsoft Teams is a third party software.  You can find the Microsoft Privacy Statement here: <https://privacy.microsoft.com/en-GB/privacystatement#mainnoticetoendusersmodule>
3. You will be able to contribute to the project more creatively through ‘participant journalling,’ which is a virtual multimodal language diary through which Jayne will collect data from her participants remotely. You will be able to choose what data you select in order to create this journal, and data will be shared with Jayne securely via SafeSend which is recommended by the university as it is hosted by the institution and ‘supports both in-transit and at-rest encryption’ (University of Southampton, 2020). Participants will write, draw or audio-record short memos/reflections of how they feel in the moment after something significant has happened relating to language and belonging in Southampton. Handwritten notes and drawings can be scanned or photographed in order to share with Jayne digitally, along with any audio-recordings and typed notes. Other more creative types of data could also be shared e.g. photographs, video recordings, art work etc. Some participants might share data of this nature frequently with Jayne, for example on a weekly basis, whilst others might contribute once a month or less often. This will depend upon your interest in this part of the project and your time constraints. As the research project will take place over a year, you will have a long period of time to be able to participate in this stage of the research, creating your journal over a number of months.
4. You will be able to contribute to the project through ‘netnography,’ which is a way of collecting electronic data from participants such as emails and social media messages. You will be able to choose which electronic data you share with Jayne. The data you choose will be relevant to this study in terms of how you feel about language and belonging in Southampton. Emails can be forwarded to Jayne’s university email account, or if you prefer, screenshots of the emails can be taken. Screenshots of social media messages can also be taken. Screenshots of emails and social media messages can be shared with Jayne securely via SafeSend which is recommended by the university as it is hosted by the institution and ‘supports both in-transit and at-rest encryption’ (University of Southampton, 2020). As with the journal, you will have a long period of time to be able to participate in this stage of the research, contributing electronic data over a number of months. This process can run concurrently alongside the participant journalling.
5. You will take part in additional online interviews, where discussion will focus around the data you have provided as part of the journal and netnography: why you chose to share it with Jayne, what it means to you, and how it signifies your sense of belonging or unbelonging to Southampton. Each interview will last one hour to one hour and a half and there will be a minimum of two and a maximum of four online interviews in total, spread out over a 12-month period.
6. You will take part in a virtual focus group, which is the final stage of the project, and will be an informal discussion with Jayne and the other participants in the project. During the focus group, Jayne will present her initial findings about language and belonging in Southampton. Participants will then be able to provide their opinions on this, discuss it between themselves and ask Jayne questions. The focus group is estimated to take around 2 hours of your time and will take place over Microsoft Teams and be audio and video recorded using the built-in recording software on Microsoft Teams.  If you do not wish to appear on the video, you may leave your camera off.  Microsoft Teams is a third party software.  You can find the Microsoft Privacy Statement here: <https://privacy.microsoft.com/en-GB/privacystatement#mainnoticetoendusersmodule>

**Are there any benefits in my taking part?**

Participating in this project will give you personally the opportunity to reflect on and to share your experience about your journey to Southampton and how you feel about living here. As a whole, the project will build on the knowledge that currently exists around language, place and belonging and aims to improve community cohesion locally through public engagement initiatives.

**Are there any risks involved?**

It is possible that you might feel anxious about some aspects of the research. The anxiety you may feel about this is not expected to be beyond the normal level of social anxiety that the average person experiences on a daily basis when interacting with others online within the context of the COVID-19 pandemic.

If you feel unduly anxious, you will be able to talk to Jayne about this and she will try to find ways in which she can help you to feel more comfortable, which could include, for example: providing technological support, changing how she collects your data (creating an audio recording rather than a video recording), interviewing you for shorter periods of time, offering you the option of typing in the chat function on interviews and in the focus group to comment and ask questions rather than speaking, discussing what types of data you feel more comfortable sharing, limiting the amount of data you provide etc. If you feel too uncomfortable, you are entitled to withdraw from the study at any time without the need to state your reason for doing so.

Even though the data will be anonymous, you could possibly be identified from some specific comments made during the online interviews or in the focus group, or you could possibly be identified from the data you provide during the journal and netnography phase, particularly through visual data such as photographs. In order to reduce this probability, you will be given a pseudonym when the results are written up. When selecting participants’ quotations to include in her work, Jayne will check with you whether or not you agree to your specific quotes being included and you may wish to change them slightly if you feel that a particular word or phrase might identify you. When selecting any visual media such as photographs to include in her work, Jayne will check with you whether or not you agree to it being included.

**What data will be collected?**

Initial data collection will include the short written/typed piece or audio/video-recording which you provide about how you came to live in Southampton. Data to be collected from the online interviews and the focus group will include audio or video recordings of the interviews, as well as any handwritten notes made by Jayne during the interviews.

The data collected in the participant journalling phase of the study could include any of the following: typed notes, audio-recordings, video-recordings, photographs, scanned images or photographs of handwritten notes, diagrams, maps, drawings or other art work and so on. The data collected during the netnography phase will include electronic data including emails and screenshots of social media messages.

Personal data collected will include your name and contact details, how you and Jayne came to know each other, your occupation, language background and information about your social networks (i.e. interaction with friends, family, social media etc). Some sensitive/special category personal data according to Data Protection will be deliberately gathered such as nationality because Jayne is interested in the views of her participants towards language(s) and nationality. This may therefore reveal other sensitive/special category data inadvertently such as political opinions, religious beliefs or beliefs of a similar nature.

Jayne will collect the interview and focus group data online by audio or video recording on Microsoft Teams as well as by making handwritten notes at the time of the interviews and focus group taking place. Jayne will collect the data from the participant journals virtually and securely using SafeSend.

For the netnography phase, Jayne will collect screenshots of emails and social media messages from participants virtually and securely using SafeSend. Emails may also be forwarded to her university email account.

Only Jayne will have access to your data, though some may be shared with her supervisors in order to guide the research process. She will keep research information confidential by storing electronic data securely with password protection and will use lockable cabinets for any hard data. She will pseudonymise your data as soon as possible after collection, or preferably at time of collection, in order to minimise the risk of accidental disclosure. Jayne will store your details and the pseudonymisation key separately from the data, most likely by holding the information in separate systems, for example by keeping the data on the filestore/networked ‘my documents’ and the key etc on the University’s OneDrive.

For the purposes of her thesis, Jayne will check if you are happy with the data to be included in the write-up of the project and pseudonyms will be used so that you will not be identifiable. In the case of publication of any results, Jayne will check again with you if you are happy for your data to appear under your pseudonym in the public domain.

**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. Only Jayne as the researcher and responsible members of the University of Southampton (such as her supervisory team) 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.

Research information will be kept confidential by storing electronic data securely with encryption and password protection and hard data will be stored in lockable cabinets. Any audio or visual recordings made as part of the research will be transcribed and the recordings will then be destroyed. Data will be pseudonymised as soon as possible after collection, or preferably at time of collection, in order to minimise the risk of accidental disclosure. Participant details and the pseudonymisation key will be kept separately from the data, most likely by holding the information in separate systems, for example by keeping the data on the filestore/networked ‘my documents’ and the key etc on the University’s OneDrive.

**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 sign 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. To do so, you only need to let the researcher know – Jayne Love: J.Whistance@soton.ac.uk. If you choose to withdraw from the study at any point, the information collected about you will be destroyed.

**What will happen to the results of the research?**

Your personal details will remain strictly confidential. Research findings made available in Jayne’s thesis or any reports or publications will not include information that can directly identify you. Pseudonyms will be used for all participants and Jayne will check with you if you are happy for direct quotations from your data to be used. In this case, Jayne will check with you if you wish to change the wording slightly if you feel that a particular word or phrase might identify you.

If you wish to receive a copy of Jayne’s PhD thesis or any reports or publications associated with the research project, you may contact her via email to request this.

**Where can I get more information?**

You can either contact Jayne directly at J.Whistance@soton.ac.uk or contact one of her supervisors, Professor Marion Demossier (M.Demossier@soton.ac.uk) or Dr Jaine Beswick (J.Beswick@soton.ac.uk).

**What happens if there is a problem?**

If you have a concern about any aspect of this study, you should speak to Jayne (J.Whistance@soton.ac.uk) or her supervisory team who will do their best to answer your questions (Jayne’s supervisory team are Professor Marion Demossier: M.Demossier@soton.ac.uk and Dr Jaine Beswick: J.Beswick@soton.ac.uk).

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/ls/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 for taking the time to read the information sheet and considering taking part in the research. This study could not be undertaken without your help.**