**Participant Information Sheet: Interview**

*Filmmakers and depositors*

Study Title: Exploring gender and class in the amateur film collection of Wessex Film & Sound Archive (WFSA) 1920-1950

Researcher: Zoë Viney Burgess

ERGO number:​​​​​​ 61562

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 and a ‘Copyright and Materials Release Agreement’

**What is the research about?**

This study is an independent research project to examine the amateur film collection held by Wessex Film and Sound Archive (WFSA), with a particular focus on the gender and socio-economic background of filmmakers held in the archive. The research aims to grow society’s collective knowledge of amateur filmmaking practice in the region. It is hoped that this project will enable a fuller understanding of amateur filmmaking practice in the region, and allow for WFSA filmmakers to be visible on a national and global scale. Through the course of the study, case study profiles will be developed for a sample of filmmakers, and these profiles will be stored on the WFSA public facing catalogue. (CALM).

Zoë Viney Burgess is a Postgraduate Researcher at University of Southampton, undertaking this research independently. Zoë also works, part time, as Film Curator at WFSA.

Some of the questions contained in the interview are personal or sensitive in nature, please only provide information that you are comfortable in sharing. There is **no** requirement to share particular information, you can indicate that you would prefer not to answer certain questions. It is helpful to understand what contextual factors may or may not have influenced a filmmaker’s practice and output. For example: to know if a female filmmaker, working in the 1920s, was married or not can demonstrate financial independence/dependence.

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

The following interview seeks to create a fuller picture of who the region’s amateur filmmakers were. You have been asked to take part because you are the listed depositor for a collection of film(s) held at WFSA, and you indicated in a recent communication with WFSA, that you were happy to be contacted by Zoë Viney Burgess.

All depositors of films in the collection made between 1920-1950 will be contacted in this way, should they indicate they wish to be.

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

If you decide to take part in an interview you will be asked to sign a consent form and a ‘Copyright and Materials Release Agreement form’.

You will be invited to attend the interview remotely via an email invitation in Microsoft Teams at a mutually agreeable time and date.

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](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fprivacy.microsoft.com%2Fen-GB%2Fprivacystatement%23mainnoticetoendusersmodule&data=04%7C01%7CZ.J.V.Burgess%40soton.ac.uk%7Cc0223a50e7ca44c9c82d08d8b0f4a63a%7C4a5378f929f44d3ebe89669d03ada9d8%7C0%7C0%7C637453912104948030%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=hc6xCDWHoJLW%2BbNhKOuRK4XDxkSO2m2m2okRK0lwIMc%3D&reserved=0)"

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

You will be contributing to a wider understanding of amateur filmmaking in the region. Your contribution will help users of the collection access films more readily and will also improve visibility of underrepresented groups in the archive.

If you decide to sign the ‘Copyright and Materials Release Agreement’ your recorded interview will be deposited with Wessex Film & Sound Archive and will therefore contribute to the existing knowledge of filmmakers in the region.

**Are there any risks involved?**

This is a very low risk study. It may be that sharing personal or sensitive information could be distressing to you. In these instances, please indicate verbally to the interviewer that you would prefer not to answer certain question(s).

**What data will be collected? Will my participation be confidential?**

The data is being collected by Zoë Viney Burgess, who will store the data in an excel spreadsheet on the password protected University of Southampton networked storage, during data collection. Electronic data will be encrypted and password protected.

During data collection 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, in line with the steps outlined below.

Some topics covered in the interview fall within special category data according to Data Protection legislation. This includes questions about ethnicity, gender identity and religious beliefs. GDPR and Data Protection Act 2018 applies only to *living* individuals.

**If you are the filmmaker:** Your *contact details* will remain confidential. The data collection is focused on filmmakers, and data will be logged in relation to the filmmaker’s name and ‘AV’ reference. You will be answering questions about yourself, and some of these questions cover what is considered to be ‘special category’ data. Information supplied will be used to build publicly available filmmaker profiles. Please only answer what you comfortable sharing.

**If you are not the filmmaker:** Your contact details will remain confidential and will be logged in relation to the filmmaker, in order to facilitate contact with you. Your contact details will not be shared at any stage of the project. Please answer questions in the interview with knowledge you have about the filmmaker, **not yourself.**

You may wish your relationship with the filmmaker to be known e.g. your mother was the filmmaker, and you have recollections to share from your own perspective.

The aim of this project is to create public facing filmmaker profiles. The compiled filmmaker profiles will be shared with WFSA and added to the public facing CALM catalogue.

We hope to deposit the recorded interviews into Wessex Film & Sound Archive at the conclusion of this research, in order for us to do so you will be asked to complete a ‘Copyright and Materials Release Agreement’.

Completion of the ‘Copyright and Materials Release Agreement’ also allows us to make the recording available to staff, students and visitors of the University and using the recorded interview as source material for academic publications.

**What if I am not the filmmaker, but the filmmaker is living and able to take part in this research?**

If the filmmaker is living, and is able to give informed consent, they may complete the consent forms themselves. If the filmmaker is unable to give informed consent, a proxy may give consent on their behalf. We may also request that the proxy (or next of kin, whichever is appropriate) attends the online interview.

**How do I indicate that I would prefer certain information to remain private?**

In the interview you can verbally decline to answer questions, or ask for segments of the interview to be omitted/redacted. You can also request (in writing, by email) for sections of the interview to be redacted after the interview has taken place. This is possible for the duration of the study, however, it will not be possible to redact segments of the recorded interview once it has been deposited with Wessex Film & Sound Archive.

**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, and a ‘Copyright and Materials Release Agreement’ to allow for deposit of the interview into Wessex Film & Sound Archive.

**What is a ‘Copyright and Materials Release Agreement’?**

This is a legally worded document that, when signed by you, allows us to deposit the recording of your interview into Wessex Film & Sound Archive, after the conclusion of the study.

If you do not wish to sign the ‘Copyright and Materials Release Agreement’, you can still take part in the interviews; but instead of being deposited into Wessex Film & Sound Archive the recording will destroyed after the conclusion of the study.

**What happens if I change my mind?**

You have the right to change your mind and withdraw without giving a reason and without your participant rights being affected. Once the interview has been recorded you will have the opportunity to review the recording and full transcript before it is published or archived. At this time, if you are not comfortable with specific details being in the public domain and archived, these will be edited/redacted from the recording and the full transcript. If you wish to withdraw please contact Zoë Viney Burgess email: zjvb1n20@soton.ac.uk

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

**If you are the filmmaker:** Your contact details will remain strictly confidential.

**If you are not the filmmaker:** Your personal details will remain strictly confidential. Research findings made available in any reports or publications will not include information that can directly identify you without your specific consent. Information that you supply about the filmmaker, will be made publicly available, subject to any exclusions that you may have indicated.

The findings of the research will be used to form filmmaker profiles which will be shared with WFSA and included on the public facing CALM catalogue. Aggregated statistics will also be shared with WFSA to enhance their knowledge of the collections they hold.

In addition, the findings of the research may be published in conference papers, reports, journal articles and books.

It is hoped that the recorded interviews will be deposited in Wessex Film and Sound Archive. In order to facilitate this you will be asked to sign a ‘Copyright and Materials Release Agreement’, which allows for sharing of the recording with third parties (in this case, Wessex Film & Sound Archive).

**Where can I obtain a copy of the dissertation or publications associated with the research project?**

Please contact can contact Zoë Viney Burgess:  zjvb1n20@soton.ac.uk to request a copy of the dissertation or publications associated with the research project.

**Where can I get more information?**

Zoë Viney Burgess:  zjvb1n20@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 the researcher who will do their best to answer your questions. Zoë Viney Burgess:  zjvb1n20@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.

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 considering taking part in this study.