**Participant Information Sheet**

*Filmmakers and depositors*

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

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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. There are four consent forms available, only one needs to be completed, according to your situation:

**A.** You are the filmmaker and will be answering questions about yourself ‘CONSENT FORM A: *FOR FILMMAKER COMPLETION’*

**Or**

**B.** You are the depositor and will be answering questions about someone else, who is deceased ‘CONSENT FORM B: *FOR DEPOSITOR COMPLETION’*

**Or**

**C.** You are the depositor and will be answering questions about someone else, who is living. They must consent to you doing so. ‘CONSENT FORM C: *FOR FILMMAKER COMPLETION’*

**D***.* You are the depositor and will be answering questions about someone else, who is living, but who is unable to give informed consent. Consent must be given by a proxy on the following form: ‘*CONSENT FORM D FOR FILMMAKER PROXY COMPLETION’*

**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 this questionnaire are personal or sensitive in nature, please only provide information that you are comfortable in sharing. There is **no** requirement to submit particular information, you can skip 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 questionnaire seeks to create a fuller picture of who the region’s amateur filmmakers were. You have been asked to complete this questionnaire 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.

* **If you made the film (s) i**n question, then please answer the questions in this questionnaire about **yourself**, and those who made the films with you. You will need to complete ‘CONSENT FORM A: *FOR FILMMAKER COMPLETION’*
* **If you did NOT make the film (**s) yourself, **and the filmmaker is deceased**, then please answer the questions in this questionnaire to the best of your knowledge about the person(s) known to have made the film. You will need to complete ‘CONSENT FORM B: *FOR DEPOSITOR COMPLETION’’.*
	+ **If you did NOT make the film (**s) yourself, **and the filmmaker is living**, then please answer the questions in this questionnaire to the best of your knowledge about the person(s) known to have made the film. The person you are answering on the behalf of will need to complete ‘CONSENT FORM C: *FOR FILMMAKER COMPLETION’*

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

GDPR legislation applies only to living individuals, and as such, you must make clear at the start of the questionnaire if you are answering questions about yourself, someone else, or a deceased individual. This information sheet lays out our commitment to data protection legislation, and how we will meet these requirements in relation to the data that you submit.

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

If you decide to take part in this study there are 2 potential things you could be involved in:

1. Completion of the enclosed questionnaire
2. Recorded oral history interviews

For most people, it may only be relevant to complete and return the questionnaire. In this case, this will take approximately 30-45mins.

In some cases, it may be that you feel you have more information to share, than the questionnaire allows for. For example: you may have memories to share about a filmmaker, that do not fit in any of the questionnaire sections. In this case, you may like to indicate this on the questionnaire. You will be asked if you would be happy to be recorded for an oral history interview via MS Teams . In this case, participation could take between 30min-2hrs.

Making contact with depositors is one part of this study. In addition, I will be working with existing resources, including paper archives and films. The data gathering will take place from January 2021 until 2022.

**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.

**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 feel free to skip the question(s). Similarly, if there is information you would like to share, but do not wish to be made publicly available please make this clear on the questionnaire by ticking the ‘*Remain confidential and only be used in aggregated data and internal database*’ box.

**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 of the data collected on the questionnaire falls 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 complete the questionnaire 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. You can indicate this on the questionnaire. If you are completing this questionnaire on behalf of the filmmaker, who is living, please indicate this on the questionnaire.

The aim of this project is to create public facing filmmaker profiles. It is possible that you may wish to supply information that is relevant but have concerns about making it publicly available. In this case, there is an option on the form to select information to ‘*Remain confidential and only be used in aggregated data and internal database*’. This means you can tell us, and we can add this to our statistical analysis of the region, without making it public in a linkable way to you or the filmmaker.

The compiled filmmaker profiles will be shared with WFSA and added to the public facing CALM catalogue. Data that you identify as ‘*Remain confidential and only be used in aggregated data and internal database*’ will not be shared with WFSA, unless you ask us to.

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

You can either leave a question blank/skip a question or tick the box ‘*Remain confidential and only be used in aggregated data and internal database*’.

**How will data be used if I tick the ‘*Remain confidential and only be used in aggregated data and internal database*’ box?**

This information will be stored on a password protected, encrypted, spreadsheet during data collection, and used in statistical analysis e.g to demonstrate the number of filmmakers from a particular ethnic background. It will not be used publicly in a way that can be connected to the filmmaker.

**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 without giving a reason and without your participant rights being affected.  Your questionnaire can be withdrawn at any time during the course of the study, and your data removed from the study. If you are involved in an interview, 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. Other information submitted as part of the survey will be made publicly available subject to any exclusions you may have indicated in your questionnaire.

**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 on your questionnaire.

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.

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

Please 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.