

Participant Information Sheet

Study Title: Indigenous Watercraft in Guyana

Researcher: Robert Holtzman

ERGO number: 61543

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?

Indigenous Watercraft in Guyana examines how societies are influenced by their watercraft and how watercraft are influenced by society. It examines the use of dugout canoes from several points of view, including technology, economics, ideology, mobility, and phenomenology – specifically, the perception of the landscape by canoe users. It is hoped that the study will yield insights into the social significance of small watercraft in indigenous and riverine/swamp communities in the past, the present, and possibly for the future. The research will form the basis for my PhD thesis in archaeology at the University of Southampton, England, which should be completed in 2024.

I will be asking questions about how canoes are built and used in your community, and the significance of canoes within your community and culture.

Why have I been asked to participate?

I will speak with dozens of people in your community to gather information on how canoes are built, used, and considered. I am asking permission to interview you because you are canoe user, builder, or a member of the community in which canoes play an important role in everyday life. The insights both of experts and of general members of the community are valuable toward a full understanding of canoe use.

What will happen to me if I take part?

I may ask permission to conduct any or all of the following activities: interview you; observe you using or building a canoe; accompany you while you use a canoe; spend time with you while you are engaged in activities not directly related to canoe use. During these activities, I will be watching, listening, asking questions, and taking notes. I may also take photographs/video/sound recordings. Photographs may be used in my thesis and in related journal articles. Video and sound recordings of our conversations will not be published, but will be used only as a form of documentation, to supplement my note-taking.

You are free to consent to participate in any, all, or none of these activities, and to restrict the methods of recording that I use. You are entitled to withdraw this consent at any time, including consent for me to use information already gathered.

I expect to stay in your community for several weeks – possibly 2-4 months. During this period, I intend to observe how canoes are used on an everyday basis in your community, and will not ask you to demonstrate anything out of the ordinary. After our first interview or period of observation, I may come back to you with further questions or requests to observe or join you in your activities. Your agreement to participate in the first instance will not be deemed agreement to subsequent participation, which you may withhold simply by informing me that you do not wish to participate. You are under no obligation to participate, and I will apply no pressure for you to do so.

Are there any benefits in my taking part?

You will receive no direct benefits by participating in the study (but see #3 below). However, your community will benefit in these ways:

1. Your community is subject to forces of change, such as globalisation and commercialisation, that may affect its canoe-related traditions. In a few years, the traditions as they are now practiced may change (for example, with more intensive use of power boats), and existing traditional knowledge could be lost. This project will document the traditions as they now exist, so that this information will be retained. Your community will be given full access to the results of the research in a printed document and a live presentation.
2. If so desired, some members of your community will be instructed in methods of boat documentation, enabling them to independently record traditional boats locally and elsewhere in Guyana.
3. The researcher will pay fair value for resources consumed and services rendered in the community, such as meals and transportation. Payments will be made to individuals or to the community, as appropriate.
4. The researcher will provide assistance in marketing the community for tourism, relying upon his experience in marketing communications and social media marketing. This assistance may several forms, such as: advice and consulting; setting up new social media pages or modifying existing ones; writing and editing social media posts, news releases, and other marketing materials; and training one or more individuals in methods of marketing communications for tourism promotion.

Are there any risks involved?

I will not ask you to perform any tasks or actions that you do not perform on a regular basis. If you demonstrate for me the use of a canoe or construction/repair methods, you will encounter the same physical risks that those activities normally entail and with which you are well familiar. I do not anticipate any other risks associated with your participation in this study.

What data will be collected?

I will record the following information about you: name, gender, age, spoken language, occupation. In addition, I may ask about your tribal affiliation, ethnicity, citizenship, religious beliefs. I may record details about canoe building or canoe use – for example, how you hold and use a paddle or an adze. Some of this information is subject to special Data Protection regulations that govern the research. You may participate in the study while declining to answer any of these questions or requiring that I do not record or use certain information you provide.

Data will be recorded as written notes, photos, and sound or video recordings. While I am in your community, personal data will be stored on offline media (e.g., SD card, portable hard drive). It may later be transferred to a password-protected server managed by the University of Southampton so that it is secure from hacking. Personal data will not be transferred by unencrypted email.

Will my participation be confidential?

Your participation and the information I collect about you during the course of the research will be kept strictly confidential. Your personal information will be recorded and stored securely on a password-protected server. I will assign a fictitious name to your data, and your real name will be deleted from the record. I will create a spreadsheet that will enable me to associate your personal data with the fictitious name, and this spreadsheet will be stored offline, securely and separately from the personal data. Only your fictitious name will be associated with your personal data in the final written report. The hard copy of the signed consent form will be destroyed after it is scanned and stored securely and separately from personal data.

However, the positions or roles of some individuals who participate in this study – such as toshaos, village chairpersons, and other officials – may have an important bearing on the information they

provide. Where the individual's role makes him or her readily identifiable, the use of a fictitious name is ineffective to provide confidentiality. In such cases, the individual will be asked specifically for permission to use his true name and role/position in the final report.

Photos and audio/video recordings will be stored on a password-protected server or on offline media (e.g., SD card, portable hard drive). These will be retained along with other data, as they may have long-lasting value for future research. It is impractical to obscure personally-identifying characteristics from all images, but they will not be directly associatable with other confidential data held in textual/numeric formats. As described elsewhere in this document all data, including photos/videos/audio recordings will be destroyed/deleted ten years after the completion of the project.

Only members of the research team (i.e., the researcher and his thesis supervisors) and responsible members of the University of Southampton may be given access to confidential personal data 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 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. You may also withdraw permission for the use of information already provided.

What will happen to the results of the research?

Information gathered during the project will be described, analysed, discussed and presented in my PhD thesis and possibly in journal articles and conference papers. Photos, including personally-identifiable images, may be included in these publications. Recognisable images of you will be used only if you have granted specific consent. The thesis will be available electronically through the university's library system without restrictions. Your community will receive a copy of the thesis and any journal articles and conference papers, and I will give a presentation of results to the community.

Research data, including notes, photos, video and audio recordings, will be stored for ten years in the University's institutional repository. As described above, these data will be anonymised, with your name separated from your personal data. This will enable the data to be interrogated for future research without impairing its confidentiality. Access to these materials will be restricted to individuals and organisations with valid research interests and will be subject to ethics regulations, including those governing the use of confidential personal data. Commercial use of the data will be prohibited.

Complaints, requests, and questions concerning the use of data should be directed in the first instance to the researcher: Robert (Bob) Holtzman, Canada Place Flat 2, 461 Winchester Road, Southampton SO16 7NZ, United Kingdom. Email: rsh1n18@soton.ac.uk. Mobile: +44 78 35835 9114.

Where can I get more information?

More information concerning the data will be available through the Department of Archaeology, Faculty of Arts & Humanities, University of Southampton, Avenue Campus, Southampton. SO17 1BF United Kingdom. Telephone: [+44 \(0\) 23 8059 2206](tel:+44%2023%208059%202206). Email: hums-studentoffice@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 his 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.