Participant Information Sheet Combined with Consent Form V1.2
Study Title: Employability and Capitals

 Researcher: Hazel McCafferty
 ERGO number: 78421
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 can do this by emailing me at XXXX). 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 indicate this via a consent form.

 What is the research about?
I am Hazel McCafferty and this research is being conducted as part of my PhD project. I am collecting data about the experiences of students in navigating their employability during their degree studies.

My study aims to explore what has helped or hindered students with their career planning and who or what has helped them most with their employability. I am interested in the views of all students, whether they have clear ideas about the future or no career plans at all.

The project is externally funded by the ESRC South Coast Training Partnership, Grant Number: ES/P000673/1.

 Why have I been asked to participate?
 You have been asked to participate because you are a UK student who is studying an undergraduate degree at the University of XXXX.

 What will happen to me if I take part?
 Your participation in this study is voluntary. If you decide to take part, you will be asked to complete an online survey by clicking on the link below. The survey should take approximately 15 minutes to complete. All the questions are about you and relate to your career planning to date. Prior to completing the survey, I will ask you to consent using an online form.

 Are there any benefits in my taking part?
Participating in this study will give you the opportunity to be part of a research process. It may also help you to start thinking about your career plans. Upon completion of the survey you will be entered into a prize draw. There is an opportunity to win:
 • one of two £50 Love2Shop vouchers
 • one of five £20 Amazon vouchers
 Winners of the prize draw will be contacted via the email address provided at the end of the survey.
 (Participants recruited from the Psychology participant pool will also be awarded 3 study credits.)

 Are there any risks involved?
There are no specific risks attached to this project. However, there may be a potential for you to need to reflect more on your own career planning after the survey. If this is the case, you may wish to make use of the University of XXXX support services and in particular Careers, Employability and Student Enterprise at the University of XXXX (Student Hub, University Of XXXX, Highfield Campus, XXXX SO17 1BJ).

 What data will be collected?
The survey begins by collecting demographic information from you including special category data under the General Data Protection Regulation (including gender and ethnicity) You will then be asked to reflect on how confident you feel about your career thinking to date. You have the option of including your email if you wish to be entered into a prize draw. Some of the survey questions contain textboxes where you will be asked to type in your own answers. Please note that for this survey to be anonymous, you should not include in your answers any information from which you, or other people, could be identified.

 Will my participation be confidential?
 Your participation and the information I we collect about you during the course of the research will be kept strictly confidential.

 Only that data which is essential to the research outcomes will be collected. Only software recommended by the University of XXXX as meeting GDPR requirements will be used for data collection (in this case Qualtrics, Excel and SPSS will be used). When data is collected, it will be downloaded at the earliest possible point and stored securely in university password encrypted files and backed up on a secure server. Data will be anonymised by the removal of identifying information (in this case emails).E-mails are being collected to undertake a prize draw only so will be stored separately from the downloaded survey responses. E-mails will be deleted once the prize draw has been randomly generated and prizes allocated (June 2023).

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 prior to starting the survey.

 What happens if I change my mind?
You have the right to change your mind and withdraw at any time during the survey without giving a reason and without your participant rights being affected. Your data will not be submitted until you click the submit button after answering all questions. If you wish to withdraw from the study, closing the browser window without submitting will mean your responses are not saved. Please note that once you have submitted your responses, your data cannot be withdrawn because it will be stored separately from your email (which is used only for the purposes of entry to a prize draw).

 What will happen to the results of the research?
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.

 The results from this study will be written up as part of my PhD thesis. Once the project has been completed, and in line with the ESRC funding agreement, anonymised and accessible datasets will be deposited in the UK Data Service indefinitely (ESRC). My thesis, metadata and any journal or conference articles published during the research will be stored in the University of Southampton Research Data Depository (PURE).

 If you want to find out more about me and my research you can follow me on Linkedin. Hazel McCafferty - Doctoral Student - University of Southampton.

 Where can I get more information?
If you have any more questions please contact me at XXXX.

 What happens if there is a problem?
If you have a concern about any aspect of this study, you should speak to me in the first instance and I will do my 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/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).

Consent

Thank you for taking the time to read this information sheet and considering taking part in this research. Now please tick the following statements to indicate that you have read and understood the information on this form, are aged 18 or over and agree to take part in this survey.

* I have read and understood the information sheet (V1.2 3/11/2022) and have had the opportunity to ask questions about the study. (6)
* I agree to take part in this research project and agree for my data to be used for the purpose of this study. (11)
* I understand my participation is voluntary. (12)
* I understand that once I submit my answers it will not be possible to remove my data from the study. (13)
* I give permission for my age, ethnicity and gender identity to be stored alongside anonymised information about me and accessible datasets to be deposited in the UK Data Service (ESRC). (14)