**Participant Information Sheet**

**(for the parents/guardians)**

**Study Title**: **The missing link: language and heritage, identity and belonging project proposal**

**Researcher**: Anna Hart

**ERGO number:**

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?**

The title of my Phd is: The missing link: language and heritage, identity and belonging project. This PhD is funded by the ESRC.

This research is being done to look at when and how your child uses Polish and who he/she uses it with as well as how it changes or stays the same.

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

You have been asked to take part because your child speaks the language (Polish) that I am investigating in my study.

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

First I will ask you a few questions (see questionnaire) and then I will ask you to describe what you can see on the picture in Polish. This will be audio-recorded so that I can look at the data later.

Then I will ask your child to look at a picture book about a little frog and tell me all about it in Polish, then to describe what he/she can see on some other pictures too. I will ask them to do it at the beginning of the school year and at the end. This will be audio-recorded so that I can look at the data later.

I will also ask children to write their name in the middle, then around their name write the names of the most important people in their life and then add coloured circles to indicate what languages they use with the people on the sociogram.

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

The study may help us see how your uses her language and with whom and to improve our current understanding of the area. You will be reimbursed with a voucher for participating.

**Are there any risks involved?**

No risks involved.

All of the tasks we’re about to do are very safe, I also will make them as much fun as possible.

**What data will be collected?**

**As per above in question: What will happen to me if I take part?**

**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 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.

Data will be anonymised with numbers and/or pseudonyms by default.

All reference to personal names, place names or any other information that could lead to the identification of participants will not be included in the transcript.

The data will be securely stored **and** encrypted on a password protected laptop, encrypted on a data stick or external hard drive or in a locked filing cabinet.

**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 *(or routine care if a patient)* being affected. You can email me on [redacted] to let me know you want to withdraw from the study.

If you withdraw from the study, we will keep the information about you that we have already obtained for the purposes of achieving the objectives of the study only.

**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 data will then be destroyed and deleted after the end of the study.

**Where can I get more information?**

**You can ask for more information by contacting me via email [redacted]@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 researchers who will do their 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).

**You can contact me via email [redacted]@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 0 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).

**No names will be given out anywhere during the tasks and in the dissertation so data will be unable to be tracked back to the participant. The data will be stored securely and** encrypted on a password protected laptop, encrypted on a data stick or external hard drive or in a locked filing cabinet. At the end of the study all data will be deleted.

**Thank you very much for taking time to read the information sheet and considering taking part in my research, it is much appreciated.**