Text

Description automatically generated with medium confidence

**Climate Change 2023 Book Club Challenge**

**Participant Information Sheet**

You are invited to take part in research taking place at the University of the West of England, Bristol. Before you decide whether to take part, it is important for you to understand why the study is being done and what it will involve. Please read the following information carefully and if you have any queries or would like more information please contact Dr Sarah Robertson, College of Arts, Technology and Environment, University of the West of England, Bristol (sarah.robertson@uwe.ac.uk)

Who is organising and funding the research?

“The project lead is Dr Sarah Robertson, and she is working with Dr Ann Alston. The team’s bios and details of their work are available at <https://people.uwe.ac.uk/Person/SarahRobertson>

<https://people.uwe.ac.uk/Person/AnnAlston>

What is the aim of the research?

The research is looking at how literature about the changing climate can help communities better understand the challenges of climate change. It is looking at how book club conversations about world literature can help to ‘make real’ the headlines, about how we can better understand the world through texts, and add to our hopefulness, resilience and activism.

Our research questions are:

How does a climate contemporary literature book group: bring people together, change people’s outlooks, and/or offer hope, resilience, and activism?

How might a book group impact on how individuals understand climate change?

To help us answer these questions we will be asking you to complete a short, anonymous survey once your book club has completed the challenge. The main aim of this questionnaire is to monitor what impact the challenge had. Data may be processed where it reveals the identity of the book club organiser (email and name). Any further information regarding the book club is optional will not include personal identifiable information i.e., location and event date of the book club.

The results of our study will be analysed and may be used in a Report made available on the University of the West of England’s open-access repository. The anonymised results may also be used in conference papers, in a blog, in articles for magazines or newspapers and may even be used in (peer-reviewed) academic papers/book chapters.

Why have I been invited to take part?

As a member of the book group, we would like to gather feedback from you to see what impact this group may have had on you.

Do I have to take part?

You do not have to take part in this research. It is up to you to decide whether or not you want to be involved. If you do decide to take part, you will be given a copy of this information sheet to keep (. If you do decide to take part, you are able to withdraw from the research without giving a reason until the point at which your data is anonymised and can therefore no longer be traced back to you. This point will take place 6 weeks after the final interview has taken place. If you want to withdraw from the study within this period, please write to Dr Sarah Robertson ([Sarah.Robertson@uwe.ac.uk](mailto:Sarah.Robertson@uwe.ac.uk)). Deciding not to take part or to withdraw from the study does not have any penalty.

What will happen to me if I take part and what do I have to do?

If you agree to take part, you will be asked to:

* Register to take part in the challenge and for your book club to be added to our website map ( <https://www.thisiswhyweread.com/challenge/>). We ask you to provide us with your email address, your book club location, and any details about the book club that you want to appear on the map.
* Complete a short, anonymous questionnaire after your book club has completed the challenge.

The subject and focus of the questionnaire will be concerned with which book(s) your book club read, the effectiveness of the session in contributing to your book club’s knowledge about climate change, and whether your book club will continue to read climate change in the future.

Your answers will be fully anonymised.

Your data will be anonymised.

What are the benefits of taking part?

This work is being undertaken because we are concerned that STEM alone cannot tell the story of climate change. We hope to explore what role literature can play in helping to foster climate change awareness, resilience and activism. If you take part, you will be helping us to gain a better understanding of what might be the most effective ways to use our research on literature and the climate to have a positive impact in the wider community.

What are the possible risks of taking part?

We do not foresee or anticipate any significant risk to you in taking part in this study.

What will happen to your information?

All the information we receive from you will be treated in the strictest confidence. All the information that you give will be kept confidential and will be anonymised. The only circumstance where we may not be able to keep your information confidential is in the unlikely event of us finding any evidence of a criminal offence or professional misconduct in which case we would immediately report to the relevant authorities. All research material collected for this study will be digital and will therefore be kept on UWE’s OneDrive, a secure cloud to which only the researchers will have access in accordance with the University’s and the Data Protection Act 2018 and General Data Protection Regulation requirements. Your anonymised data will be analysed, and we will ensure that there is no possibility of identification or re-identification from this point.

Where will the results of the research study be published?

A Report may be written containing our research findings. This Report will be available on the University of the West of England’s open-access Research Repository ([https://uwe-repository.worktribe.com/](https://uwe-repository.worktribe.com/" \t "_blank)), (<https://uwe-repository.worktribe.com/>), and it may well be written up and published on an open access blog.

The Research Repository is an open access online repository providing a central record of the University's research output as well as immediate access to the full text. It covers the whole range of UWE Bristol's output including books, book chapters, conference papers, images and journal articles.

It may also be used for an academic conference paper and/or for a peer reviewed journal article or as a chapter in an academic book.

A hard copy of the Report will be made available to all research participants if you would like to see it. Key findings will also be shared both within and outside the University of the West of England. Anonymous and non-identifying direct quotes may be used for publication and presentation purposes.

Who has ethically approved this research?

The project has been reviewed and approved by the University of the West of England University Research Ethics Committee. Any comments, questions, or complaints about the ethical conduct of this study can be addressed to the Research Ethics Committee at the University of the West of England at:

[Researchethics@uwe.ac.uk](mailto:Researchethics@uwe.ac.uk)

What if something goes wrong?

If you have any concerns or complaints about this study in the first instance please contact the lead researcher: Dr Sarah Robertson ([Sarah.Robertson@uwe.ac.uk](mailto:Sarah.Robertson@uwe.ac.uk)) or if this is not appropriate, please contact the Director of Research and Scholarship, Dr David Greenham ([David.Greenham@uwe.ac.uk](mailto:David.Greenham@uwe.ac.uk))

What if I have more questions or do not understand something?

If you would like any further information about the research, please contact Dr Sarah Robertson in the first instance:

Dr Sarah Robertson,

University of the West of England,

2S204, Frenchay Campus,

Coldharbour Lane,

Bristol BS16 1QY

|  |
| --- |
| Thank you for agreeing to take part in this study.  You will be given a copy of this Participant Information Sheet. |

Dr Sarah Robertson, 2nd November 2022

Privacy Notice for Research Participants – [Climate Change 2023 Book Club Challenge]

# Purpose of the Privacy Notice

This privacy notice explains how the University of the West of England, Bristol (UWE Bristol) collects, manages and uses your personal data before, during and after you participate in **the Climate Change 2023 Book Club Challenge**. ‘Personal data’ means any information relating to an identified or identifiable natural person (the data subject).

This privacy notice adheres to the General Data Protection Regulation (GDPR) principle of transparency. This means it gives information about:

* How and why your data will be used for the research;
* What your rights are under GDPR; and
* How to contact UWE Bristol and the project lead in relation to questions, concerns or exercising your rights regarding the use of your personal data.

This Privacy Notice should be read in conjunction with the Participant Information Sheet and Ethical Consent Form provided to you before you agree to take part in the research.

# Why are we processing your personal data?

UWE Bristol undertakes research under its public function to provide research for the benefit of society. As a data controller we are committed to protecting the privacy and security of your personal data in accordance with the (EU) 2016/679 the General Data Protection Regulation (GDPR), the Data Protection Act 2018 (or any successor legislation) and any other legislation directly relating to privacy laws that apply (together “the Data Protection Legislation”). General information on Data Protection law is available from the Information Commissioner’s Office (<https://ico.org.uk/>).

# How do we use your personal data?

We will only process your personal data when the law allows us to. In addition, we will always comply with UWE Bristol’s policies and procedures in processing your personal data. Our lawful basis for using your personal data for research purposes is fulfilling tasks in the public interest, and for archiving purposes in the public interest, for scientific or historical research purposes.

**“**Our lawful basis for using your special category personal data for research purposes is Article 9 (j) Archiving, research and statistics (with a basis in law) by virtue of paragraph 4 of Schedule 1 of the DPA 2018**”]**

You can find out more information about lawful bases at the following webpage:

<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/>

We will always tell you about the information we wish to collect from you and how we will use it. We will not use your personal data for automated decision making about you or for profiling purposes.

Our research is governed by robust policies and procedures and, where human participants are involved, is subject to ethical approval from either UWE Bristol’s Faculty or University Research Ethics Committees. This research has been approved by the Arts, Creative Industries and Education Ethics Committee, reference number: ACE.21.12.011. For queries, comments or complaints, please email [researchethics@uwe.ac.uk](mailto:researchethics@uwe.ac.uk)

The research team adhere to thethe principles of the General Data Protection Regulation (GDPR).

For more information about UWE Bristol’s research ethics approval process please see our Research Ethics webpages at [www1.uwe.ac.uk/research/researchethics](https://www1.uwe.ac.uk/research/researchethics)

# What data do we collect?

The data we collect will vary from project to project. Researchers will only collect data that is essential for their project. The specific categories of personal data processed are described in the Participant Information Sheet provided to you with this Privacy Notice.

# Who do we share your data with?

We will only share your personal data in accordance with the attached Participant Information Sheet.

# How do we keep your data secure?

We take a robust approach to protecting your information with secure electronic and physical storage areas for research data with controlled access. Access to your personal data is strictly controlled on a need to know basis and data is stored and transmitted securely using methods such as encryption and access controls for physical records where appropriate.

Alongside these technical measures there are comprehensive and effective policies and processes in place to ensure that those who process your personal information (such as researchers, relevant University administrators and/or third-party processors) are aware of their obligations and responsibilities for the data they have access to.

By default, people are only granted access to the information they require to perform their duties. Mandatory data protection and information security training is provided to staff and expert advice available if needed.

# How long do we keep your data for?

Your personal data will only be retained for as long as is necessary to fulfil the cited purpose of the research. The length of time we keep your personal data will depend on several factors including the significance of the data, funder requirements, and the nature of the study. Specific details are provided in the attached Participant Information Sheet.

Anonymised data that falls outside the scope of data protection legislation as it contains no identifying or identifiable information may be stored in UWE Bristol’s research data archive or another carefully selected appropriate data archive.

# Your Rights and how to exercise them

Under the Data Protection legislation, you have the following **qualified** rights:

1. The right to access your personal data held by or on behalf of the University;
2. The right to rectification if the information is inaccurate or incomplete;
3. The right to restrict processing and/or erasure of your personal data;
4. The right to data portability;
5. The right to object to processing;
6. The right to object to automated decision making and profiling;
7. The right to [complain](https://ico.org.uk/make-a-complaint/) to the Information Commissioner’s Office (ICO).

We will always respond to concerns or queries you may have. If you wish to exercise your rights or have any other general data protection queries, please contact UWE Bristol’s Data Protection Officer ([dataprotection@uwe.ac.uk](mailto:dataprotection@uwe.ac.uk)).

If you have any complaints or queries relating to the research in which you are taking part please contact either the research project lead, whose details are in the attached Participant Information Sheet or UWE Bristol’s research governance manager ([researchgovernance@uwe.ac.uk](mailto:researchgovernance@uwe.ac.uk).).

v.2: This template Privacy Notice was last amended in November 2020 and will be subject to regular review/update.