

Research Ethics & Integrity Sub-Committee [REISC]

Ethical Approval Form (EAF1: Staff)

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GUIDELINES FOR APPLICANTS

A background to researchers' responsibilities

OUR STANDARDS OF INTEGRITY

In line with the provisions in [The Concordat to Support Research Integrity](#) and in accordance with the [UKRI Policy and Guidelines on Governance of Good Research Conduct](#) Goldsmiths is committed to maintaining integrity in all aspects of research, including the core elements of

honesty; rigour; transparency and open communication; care and respect.

In June 2017 Goldsmiths adopted the UK Research and Integrity Office's current [Code of Practice for Research](#) as its institutional code in relation to research ethics and integrity.

You will also find it helpful to refer to ethics frameworks such as the [ESRC Research Ethics Framework](#), to professional guidelines (such as those provided by the [BERA](#), [BPS](#), [BSA](#), [HRA](#) or [SRA](#)), and to government guidelines (e.g. [GSR](#)) on ethical practice and research.

SIX KEY PRINCIPLES AND AREAS TO NOTE

The ESRC has identified six key principles:

- ▶ Research should aim to maximise benefit for individuals and society and minimise risk and harm
- ▶ The rights and dignity of individuals and groups should be respected
- ▶ Wherever possible, participation should be voluntary and appropriately informed
- ▶ Research should be conducted with integrity and transparency
- ▶ Lines of responsibility and accountability should be clearly defined
- ▶ Independence of research should be maintained and where conflicts of interest cannot be avoided they should be made explicit

Certain aspects of research activity raise challenging issues and some examples are given below.

Research involving the internet and social media

Research involving the internet and social media raises particular ethical issues, on which you may wish to consult the guidelines provided by the [Association of Internet Researchers](#), [UK Research and Integrity Office's guidance note](#), or your own subject association.

Research involving minors or vulnerable persons

Anyone conducting research with minors under the age of 18 years or vulnerable persons requires Disclosure and Barring Service [DBS] (formerly Criminal Records Bureau) clearance. Goldsmiths' policy on [Working with Minors & Vulnerable Adults](#) contains information about applying for DBS.

What happens if I discover criminal activity or abuse

Researchers may find themselves in a position where – either as a part of the research agenda or as an unintended consequence – they gain knowledge of criminal activity or abuse. Researchers are advised to consult immediately with the appropriate authorities should they become aware of possible abuse. The Head of Governance and Legal Services, or Legal Services in the Head's absence, can advise on the appropriate action to take.

Personal risk, covert research and criminality

Researchers should seek to minimise the risk to themselves or co-researchers, including the risk that their research might put them into a position of criminality.

HOW TO COMPLETE THE ETHICAL APPROVAL FORM [EAF1]

The process of completing this form is designed to assist you in the full planning of your research project and in assessing the potential ethical implications of your methodology and dissemination of findings. You are advised to complete this ethics assessment at an early stage in your research project planning.

1. Your departmental Research Ethics and Integrity contact can assist you in making this assessment.
2. You should then submit your form to your departmental ethics review panel (e.g. the Department's Director of Research and Enterprise, or Research Ethics and Integrity contact; or Departmental Research Ethics Committee, or Research Committee) for a departmental review prior to sending it to REISC, unless you are in the Psychology department (which has a different arrangement).
3. Both you and your Head of Department should sign the form in Section 12.
4. Please send the form and attachments to the REISC Secretary by email. Applications are considered at the termly meetings of REISC and by a quorate virtual committee between meetings, requiring a minimum of 15 working days (25 over the summer break). You should therefore expect the whole process to take 4-6 weeks including departmental and REISC reviews. You will be informed of the outcome by email.
5. You must inform your departmental Research Ethics and Integrity contact and REISC should any significant changes in the project occur; and, depending on the extent of the changes, you may be asked to submit a revised application for review.

EAF1 [STAFF]: APPLICATION FORM

Name of applicant(s)	Dr. Miranda Matthews
Department or Institute	Centre for the Arts and Learning
Email	m.matthews@gold.ac.uk
Phone	07949 652403
Name of subject association/ professional code of conduct (if applicable), e.g. BPS	NSEAD, BERA

Section 1: DETAILS OF THE PROPOSED PROJECT

Title of proposed project
Finding Comfort within Discomfort
Proposed start and end dates
Start: 30/ 06/ 20 End: For the Duration of Covid-19 and Social Distancing
Names of any other Goldsmiths researchers involved and their roles
Judith Riefser, Co-Editor of Film Research Data
Names of any collaborating institutions and their roles
N.A
Brief outline of the project, including its purpose and potential benefits (max. 200 words)
<p>The Centre for the Arts and Learning has the theme of Discomfort Zones for 2020-21. With the unprecedented circumstances of Covid-19, academics, students and people in all walks of life are adjusting to limitations on travel and social gathering. This research proposes to explore how domestic, local and online space is explored in new or extended forms of creative self-expression that support wellbeing. Participants will be asked ‘How have you creatively found comfort within discomfort?’ The central research question is ‘How have resilient creative learning practices that enhance wellbeing and human capacity developed since the onset of lockdown and social distancing?’</p> <p>The arts are facing a time of great adjustment, in which the online interfaces for public engagement and learning opportunities could be more responsive to experiences of change. This project intends to find out new ways in which creative learning communities can be built, and to make an interactive interface between the research centre, staff, students and public audiences for the arts and learning. The project will be submitted for AHRC research and innovation to address Covid-19 funding.</p>
Brief description of methods of data collection/activity/practice (max. 200 words)
<p>There will be a qualitative discourse analysis approach to the methodology. Participants will be asked to submit a film of 30-60 seconds, or an image and 150 words that gives an outward facing view of how they have creatively explored the discomfort zones of lockdown and social distancing. Film production will refer to the project information poster for guidance for the production of film and text-making. These submissions will become</p>

research data that can be thematically analysed (Scharp and Sanders 2019), presented on online CAL forums, and for a future online CAL Event. We will apply for AHRC funding to enable transcription costs for interviews or online focus groups with participants to get their perspectives on the work they produced. Participation in the research will be open to postgraduate students and to staff in Educational Studies and to the public who engage with the Centre for Arts and Learning in its online forums. These will be adults learning and teaching new forms of creative expression online. Engagement between these actors will be ensured through thematic connection of data and through shared access to research presentation.

We would like to encourage a diversity of response. If respondents that represent BAME experiences are not immediately confident to participate, potential respondents will be invited to participate by email. There is currently a 'black lives matter' consideration of encouraging reflection in discomfort zones for challenging racism. However a research project cannot encourage its participants to be uncomfortable in the process of collecting data, and needs to provide safety for participants.

Where will this be undertaken? If the project involves research fieldwork outside the UK, list countries where it will be undertaken.

The project will be undertaken through online connection. There will not be in-person fieldwork. There could be international respondents.

For further advice on international travel, see [Travel](#). The university insures staff and student travel on research trips: to confirm insurance cover you are required to complete a Goldsmiths travel insurance/risk assessment form available from the same site.

Have you submitted a travel insurance/risk assessment form?

NOT APPLICABLE

Might a [Health & Safety Risk Assessment](#) (links to information/forms) be required for this research?

NOT APPLICABLE

Section 2: RESEARCH PROJECT FUNDING

Are you seeking, or have you secured, external grant funding? **YES**
If YES, please give the name and brief details of the funder:

We will be seeking funding from the AHRC Covid-19 research and innovation callout.

Does the research need ethical approval in advance of the funding application?

YES

Or prior to the initiation of that funding? **YES**

Any external deadline for the result of this review:

This is not yet applicable. There is not currently a deadline for this funding callout.

Please note that external grant funding applications usually require evidence of your data management planning (Section 11), as described in the relevant grant scheme guidelines.

Section 3: ETHICAL APPROVAL BY OTHER BODIES

Has the project been considered by an Ethics Committee external to Goldsmiths? **NO**

If YES, please specify the Committee:

For projects so approved, applicants should append a copy of that application; this may be presented as supplementary information and referenced in your application, but should not be regarded as a substitute for completion of this Goldsmiths form.

Section 4: BROAD ETHICAL ISSUES

Does the research pose exceptional or unusually challenging ethical issues? **YES**

Examples might include (but are not limited to) working in dangerous environments, deliberate or incidental investigation of illegal conduct, engagement with terrorist or violently extremist groups.

If you answered YES, please summarise these overarching issues in a series of short points to be expanded in later sections, where you should indicate how any adverse effects might be mitigated.

With all Covid-19 related research the research poses exceptional ethical issues. Participants may be experiencing social isolation and physical distancing in very different

ways; they may also be affected by Covid-19 in very different ways (in terms of e.g. bereavement, stress, loss of income and financial insecurity, domestic violence, juggling home school and working from home). Participants of BAME background are disproportionately affected by Covid-19. As this is an exceptionally stressful time the submissions presented may include reflections on this stress. To mitigate the potential for the research to cause more stress I have asked participants to explore comfort within discomfort zones, and not to potentially increase their discomfort by including this as a challenge to extend learning, which is a factor in CAL seminars this year. Points of mitigation are:-

- 1) I will ask participants to think carefully about the material they submit and only submit material that they have watched themselves, and that they would be comfortable with others seeing.
- 2) The consent form lets the participants know that if they want to withdraw from research at any time they can do so, without jeopardising studies or employment conditions if they are in the Educational Studies department.
- 3) Participants can choose to be completely anonymised by submitting text and image data, and are advised that film cannot be completely anonymised.
- 4) They are also advised in the consent form that if situations of abuse (and this would include domestic abuse) emerge in the data then these would need to be raised and that researchers have a duty to report such issues.
- 5) The research project encourages wellbeing through creativity, but it is not a form of arts therapy in itself. Participants will be given a list of relevant counselling contacts, including those with specialist knowledge aimed at supporting BAME social groups, women and people who have had Covid-19 or are shielding others in their households.

Section 5: HUMAN PARTICIPANTS

This section refers to all human participants involved in the research, living or recently deceased.

Are human participants involved in your research? YES

If human participants are involved, please outline your procedures, identifying any ethical issues and how any adverse effects might be mitigated. [See next section for young and vulnerable persons.]

For example:

- *how participants will be identified and recruited, and if any reward is involved*
- *how they will be informed about the project, and how their consent will be obtained*
- *whether any covert observation or deception will be involved*
- *how participants might benefit from the research and be informed of the findings of the project*

Some further considerations:

- *it is understood that consent may be obtained in different ways: a signed consent form is only one of several possibilities*
- *documentation may need to be prepared in several languages*
- *participants should be told that they can withdraw from participation without giving a reason (it is reasonable to put a limit on this – e.g. ‘during the period of data collection’)*
- *detailed ethical approval is not normally required for filming or recording public performances or productions, but formal agreement (addressing any issues of copyright and intellectual property) must always be obtained in advance*

Please also consider the interests of passive ‘subjects’ or those who play a more incidental part in the research, such as bystanders, people being filmed etc. (The interests of the primary research team are addressed in a later section.)

Participants will be identified initially through response to an online research project callout. If after three months there is not sufficient ethnic diversity in the group of respondents, potential respondents from BAME groups will be approached. Their participation is entirely voluntary. They will be informed about the intentions of the project and the ways in which CAL would like to present and discuss their data in research events and publications. Informed consent will be obtained through sending participants an information sheet and a consent form. Participants will be told that they can withdraw from the project without giving a reason in their consent form. Participants will film their own experiences, so will have express choice in what is filmed and submitted. Consent will be reviewed to ensure that they are comfortable and happy with the way their creative self-expression is presented.

Participants will benefit from the project in being able to celebrate their resourceful independent or collaborative creative self-expression, and to see this response to Covid-19 social distancing as a contribution to the learning experiences of others.

Participants

PLEASE ATTACH AS APPROPRIATE

- (1) Recruitment materials
- (2) Information sheet or description of alternative format
- (3) Consent form or description of alternative format

Templates for a GDPR-compliant information sheet and a consent form are attached at the end of this form (see also Section 11 below).

Please note that you are legally required to include details of the institutional data controller for Goldsmiths, University of London, who is the Data Protection Officer (dp@gold.ac.uk); and you should also include as a central contact point the Chair of the Goldsmiths Research Ethics and Integrity Sub-Committee via 020 7717 3338 or reisc@gold.ac.uk.

SECTION 6: HUMAN PARTICIPANTS IN SPECIFIED GROUPS

Please complete this section if you are working with persons in any of the following groups:

- | | | |
|---|---|--|
| • Young (under the age of 18 years) |] | Research with young or vulnerable persons requires Disclosure and Barring Service (DBS) clearance¹ |
| • Vulnerable (e.g. with learning difficulties or with severe cognitive disability) |] | |
| • In a care facility or hospital | | |
| • In legal custody | | |

If any such persons are involved, please outline your procedures, identifying any ethical issues and how any adverse effects might be mitigated.

For example:

- *how consent will be requested and provided (from the participant themselves or from a third party such as parent or guardian)*
- *approval from an institutional location (such as a school, prison or hospital)*
- *whether face-to-face interviews/observations/experiments will be overseen by a third party (such as a teacher, care worker, clinical professional or prison officer)*

PLEASE ATTACH IF RELEVANT

- (4) Consent agreement for young, vulnerable or 'in custody' persons
- (5) Agreement from relevant authority, e.g. Head Teacher, Local Education Authority, Home Office.

¹ Goldsmiths' policy on [Working with Minors & Vulnerable Adults](#) contains information about applying for DBS.

SECTION 7: NON-HUMAN PARTICIPANTS AND FURTHER ISSUES

Indicate if you anticipate any further possible ethical concerns that might arise during or from the research, for example with regard to

- animal subjects
- robots or artificial intelligence
- other people such as bystanders or wider groups in society
- direct or indirect environmental harm

If so, how will any potentially negative effects be mitigated?

Participants may submit film content that includes an image of a pet in a domestic setting of lockdown. They may want to include arts practice that is collaborative with others in a domestic or local setting. If so consent forms will be issued to these individuals also before the film can be included in the research project.

SECTION 8: RISK AND DUTY OF CARE ISSUES: PARTICIPANTS

Could the study cause harm or negative consequences to participants, including psychological stress or anxiety, beyond the risks reasonably encountered in normal life?

YES

If YES, how will any potentially negative effects be mitigated?

For example:

- *will the study involve discussion of sensitive topics (e.g. religious or cultural issues, sexual activity, drug use)?*
- *does the research involve experiments that might cause discomfort, distress or harm to participants (e.g. administration of drugs, placebos or other substances; invasive procedures of any kind; taking of blood or tissue samples; prolonged or repetitive testing)*

As Covid-19 social distancing can be an exceptionally stressful time, potential psychological stress or anxiety will be mitigated in the ways listed in Section 4.

SECTION 9: RISK AND DUTY OF CARE ISSUES: RESEARCHERS

Could the study cause harm or negative consequences to you or any co-researchers, including psychological stress or anxiety, beyond the risks reasonably encountered in normal life?

NO

If YES, how will any potentially negative effects be mitigated?

For example:

- *might the discussion of sensitive topics cause personal distress to the interviewer?*

- *could the project place researchers in situations where they may be subject to harm, injury or involvement in criminal activity?*

If you have any concerns, please contact the Health and Safety team at healthandsafety@gold.ac.uk.

SECTION 10: CONFLICTS OF INTEREST

Are there any conflicts of interest regarding the investigation and dissemination of the research (e.g. with regard to compromising independence or objectivity due to financial gain)?

NO

If YES, how will any potentially negative effects be mitigated?

SECTION 11: DATA MANAGEMENT

While there are ethical issues around data management, we are also subject to strict legal data protection regarding any personal data relating to individuals, under the EU General Data Protection Regulation (GDPR): see the [Goldsmiths Data Protection pages](#).

*In general, participants should be alerted to **WHAT** data you intend to collect and **WHY** you need it, **HOW** it will be documented, **WHO** will access it, **WHERE** it will be stored and backed up, **HOW** it might be shared, **HOW** and **WHEN** it will eventually be destroyed (which elements are included in the participant information sheet and consent form templates).*

*Please note that **anonymised research data** is not subject to the same regulation and indeed researchers are encouraged to make such anonymised data as widely available as possible.*

*Large funded projects will often require a full-scale Data Management Plan. **Please indicate if you have already completed a data management plan or intend to do so.***

Personal data

Full guidance can be found in [GDPR - advice to researchers on collecting personal data](#). Your particular attention is drawn to the following considerations:

- *any information sheet and consent form should include clear explanations of the data issues identified above, with explicit questions to be answered (as in the templates provided)*
- *as a general principle, personal data should only be stored on secure college computers/servers or (if in hard copy, such as consent forms) kept separately in locked filing cabinets on college premises; data collected in the field before transfer to Goldsmiths must be kept securely at all times (for example, laptops and other devices should be password protected and data files must be encrypted)*
- *recordings, images and videos are to be regarded as personal data, and cannot be regarded as anonymised even with voices or faces disguised: these should only be retained with the explicit permission of the participant*
- *particular issues arise in connection with the sharing of personal data, especially across national borders: please seek advice in such a case.*

Research data

At Goldsmiths, we consider sharing of research data essential to our aim of creating new knowledge. It may take many forms, such as text, statistics, databases, images or audio and video recordings. Certain funders (particularly government funders) require anonymised research data to be made available as far as possible, for example within repositories such as [Goldsmiths Research Online \(GRO\)](#) or the [UK Data Archive](#). As suggested above, however, recordings or images/videos, even with voices and faces disguised, are not truly anonymous and should only be retained with the explicit permission of the participant.

There is no requirement for anonymised datasets to be destroyed at the end of the research, or under any specified timetable: indeed their preservation and dissemination is seen as an increasingly positive attribute of 'open research'.

For further guidance on research data and on data management plans (DMPs) see <https://dmponline.dcc.ac.uk/>.

Film, image and text data will be stored in an online repository, such as Goldsmiths Research Online or in a password locked iCloud account. Anonymised data sets will be made accessible to the AHRC upon request if funding is granted.

Section 12: AUTHORISATION BY DEPARTMENT

APPLICANT SIGNATURE

Please note that you must notify REISC of any adverse or unforeseen circumstances arising out of this study. If there are significant changes to the research design regarding research ethics, please notify the REISC Secretary immediately.

In signing this, you agree to abide by current Goldsmiths policies, UKRIO guidelines, and relevant ethical codes.

Signature of Applicant



Date 05.06.20

HEAD OF DEPARTMENT

Please note that REISC should be notified of any adverse or unforeseen circumstances arising out of this study or of any emerging ethical concerns that you may have about the research once it has commenced.

I confirm that appropriate peer review and discussion of the ethical implications of this research in the department have taken place (e.g. by the Department's Director of Research and Enterprise, or Research Ethics and Integrity contact; or Departmental Research Ethics Committee, or Research Committee).

Signature of HoD

Date 03.07.2020



ATTACHMENT CHECKLIST

	Document	Not applicable	Attached
1	Recruitment materials		/
2	Information sheet or description of alternative format		/
3	Consent form or description of alternative format		
4	Consent agreement for young, vulnerable or 'in custody' persons	/	
5	Agreement from relevant authority, e.g. Head Teacher, Local Education Authority, Home Office.	/	
6	Other (please specify) ...	/	

**Informed Consent for the CAL
'Finding Comfort within Discomfort' project**

Yes No

Please tick the appropriate boxes

1. Taking part in the study

I have read and understood the study information dated 03.07.20, or it has been read to me. I have been able to ask questions about the study and my questions have been answered to my satisfaction.

I consent voluntarily to be a participant in this study and understand that I can refuse to answer questions and I can withdraw from the study at any time, without having to give a reason. I understand that after July 2021 the anonymous data cannot be removed.

I understand that taking part in the study involves submitting anonymised video or images and written texts. I understand that video and images including human subjects cannot be completely anonymised.

At a later stage I could be asked to take part in individual interviews or focus groups interviews. I consent to participate in this form of participation in the project.

2. Use of the information in the study

I understand that information I provide will be used for reports, publication, website, online film presentation.

I understand that personal information collected about me that can identify me, such as my name or my physical image, or where I live, will not be shared beyond the study team unless there is a stated preference. Please see options below.

I agree that my information can be quoted in research outputs.

I agree that images and video could be shown on public platforms such as conference presentations, publications and social media.

I agree that my real name can be used for quotes.

I agree to joint copyright of the written data to the Centre for Arts and Learning.

3. Future use and reuse of the information by others

I give permission for the film, written text and images that I provide to be deposited in the Goldsmiths Research Online repository so it can be used for future research and learning.
Research data will be stored as deidentified anonymised data. Identifying names and places will be anonymised. There will be no future commercial use of the data, it will only be used for research purposes.

4. Signatures

Name of participant [IN CAPITALS] Signature Date

For participants unable to sign their name, mark the box instead of signing

I have witnessed the accurate reading of the consent form with the potential participant and the individual has had the opportunity to ask questions. I confirm that the individual has given consent freely.

Name of witness [IN CAPITALS] Signature Date

I have accurately read out the information sheet to the potential participant and, to the best of my ability, ensured that the participant understands to what they are freely consenting.

Name of researcher [IN CAPITALS] Signature Date

5. Study contact details for further information

Dr. Miranda Matthews (+44 (0)20 7717 3124 when campus is open)
m.matthews@gold.ac.uk

GOLDSMITHS INFORMATION SHEET: SAMPLE TEMPLATE

This is for guidance only, and should be tailored to your particular study. You MUST, however, include contact details and the Data Protection Privacy Notice.

This template draws on [UK Data Service](#) guidance, and templates provided by UCL and Oxford Brookes.



Participant Information Sheet for Online Respondents – Educational Studies staff, Educational studies postgraduate students and online respondents through the Centre for Arts and Learning public engagement

Finding Comfort within Discomfort:

Dr. Miranda Matthews, Centre for Arts and Learning (CAL), Educational Studies, m.matthews@gold.ac.uk:

You are being invited to take part in a research project. Before you decide whether or not to take part, it is important for you to understand why the research is being done and what it will involve. Please take time to read the following information carefully.

With the unprecedented circumstances of Covid-19, academics, students and people in all walks of life have had to adjust to being within what might have seemed to be the 'comfort zone' of their own home. Through limitations on travel and social gathering this zone has changed its significance for many. This research project proposes to explore how domestic, local and online space is explored in new or extended forms of creative self-expression that support wellbeing.

The arts are facing a time of great adjustment, in which the online interfaces for public engagement and learning opportunities could be more responsive to the experiences of change in localities and in everyday lives. This project intends to find out new ways in which creative learning communities can be built, and to make a new interactive interface between the research centre, staff, students and public audiences for the arts and learning.

Participants are asked to submit a film of 30-60 seconds, or an image and 150 words that gives an outward facing view of how they have creatively explored the discomfort zones of lockdown and social distancing. These submissions will become research data that can be thematically analysed, presented on online CAL forums and in research publications that explore creative responses to lockdown and social distancing in relation to Covid-19. Participation in the research is open to Masters, PhD and PGCE students and staff in Educational Studies, and to adult members of the public who engage with the Centre for Arts and Learning in its online forums. We would like to encourage a diversity of response including representation from BAME communities. The project will continue for the duration of social distancing regulations, or until July 2021, whichever is the longer time phase. Participants may also be asked to discuss their creative forms of self-expression and new learning ventures since March 2020 in interviews.

You have been invited to participate because we would like to hear about the ways you have adjusted your practice and lifestyles, or added new outlets that are comforting and supportive of wellbeing. The creative

adjustments that you are making to the ways in which you work, learn and express yourselves through creative practice will help inform research into how the arts and learning are evolving as an adjustment to Covid-19, and experiences of social distancing from March 2020. We hope that participants will benefit from the project in being able to celebrate their resourceful, independent or collaborative creative self-expression, and to see this response to Covid-19 social distancing as a contribution to the learning experiences of others.

It is entirely up to you to decide whether or not to take part. If you decide to do so, you will be given this information sheet to keep and will be asked to give your consent. You can withdraw from the project at any time without giving a reason. Neither refusal to participate nor withdrawal will have any impact on marks or future studies in the case of students, or on current or future employment conditions for staff.

If you take part you will be asked to create a short film of up to a minute and send this to us as an MP3 file and as a link to a private Youtube or Vimeo link that shows your creative adjustments to Covid-19 as you have found creative expression, new creative working or learning experiences. You can also send us 150 words and an accompanying image on the question 'How have you creatively found comfort within discomfort?' Spoken text on the video recording may be transcribed and you will be given the opportunity to review any transcripts. If you do decide to withdraw from the project, you will be asked what you want to happen to data you have provided up to that point, but please note that after July 2021 anonymised data can no longer be removed from the study.

All the information that we collect about you during the course of the research will be kept strictly confidential. You will not be able to be identified in any ensuing reports or publications. Film, image and text data will be stored in an anonymised form in the Goldsmiths Research Online data repository. Data from the whole project may be collected into *anonymised datasets*, in which no individual can be identified. Data that has consent for online presentation will be accessible internationally on The Centre for Arts and Learning online forums. The data collected during the course of the project might be used for additional or subsequent research. If you choose to send in film data in which you are identifiable you will be asked to indicate this on the accompanying consent form.

Even with voices and faces disguised, identities are not truly anonymous on film and photographs that contain human subjects. Confidentiality will be respected subject to legal constraints and professional guidelines. Please note that assurances on confidentiality will be strictly adhered to unless evidence of wrongdoing or potential harm is uncovered. In such cases Goldsmiths may be obliged to contact relevant statutory bodies or agencies.

To continue your experiences of finding comfort within the new discomfort zones of social distancing, please only submit material that you have watched and read yourself and are happy with others seeing and that does not include any others who cannot or do not also give their consent to participate. A benefit of this project is for participants to be able to celebrate their resilience and creative ingenuity in making new creative learning experiences possible for themselves and others.

The results of the research might be used in a film presented on CAL online forums such as Instagram. There could be a conference, seminar or symposium that connects with the research project. Results of the research are intended for publication. A copy of the film and published findings will be offered to each participant.

The Goldsmiths Educational Studies department is organising the research and it has been reviewed by the departmental ethics committee and approved by the Research Ethics and Integrity Sub-Committee, Goldsmiths, University of London.

If you have any concerns about your participation or about the project in general, you should first contact Dr. Miranda Matthews, m.matthews@gold.ac.uk. If you feel your complaint has not been satisfactorily handled, you can contact the Chair of the Goldsmiths Research Ethics and Integrity Sub-Committee (via the committee secretary on (+44) (0)20 7717 3338 or reisc@gold.ac.uk).

Thank you for reading this information sheet and for considering whether to take part in this research project.

Data Protection Privacy Notice



The General Data Protection Regulation [GDPR] and Goldsmiths Research: guidelines for participants

Please note that this document does not constitute, and should not be construed as, legal advice. These guidelines are designed to help participants understand their rights under GDPR which came into force on 25 May 2018.

Your rights as a participant (data subject) in this study

The updated data protection regulation is a series of conditions designed to protect an individual's personal data. Not all data collected for research is personal data.

Personal data is data such that a living individual can be identified; collection of personal data is sometimes essential in conducting research and GDPR sets out that data subjects should be treated in a lawful and fair manner and that information about the data processing should be explained clearly and transparently. Some data we might ask to collect falls under the heading of **special categories data**. This type of information includes data about an individual's race; ethnic origin; politics; religion; trade union membership; genetics; biometrics (where used for ID purposes); health; sex life; or sexual orientation. This data requires particular care.

Under GDPR you have the following rights over your personal data²:

- **The right to be informed.** You must be informed if your personal data is being used.
- **The right of access.** You can ask for a copy of your data by making a 'subject access request'.
- **The right to rectification.** You can ask for your data held to be corrected.
- **The right to erasure.** You can ask for your data to be deleted.
- **The right to restrict processing.** You can limit the way an organisation uses your personal data if you are concerned about the accuracy of the data or how it is being used.
- **The right to data portability.** You have the right to get your personal data from an organisation in a way that is accessible and machine-readable. You also have the right to ask an organisation to transfer your data to another organisation.
- **The right to object.** You have the right to object to the use of your personal data in some circumstances. You have an absolute right to object to an organisation using your data for direct marketing.
- **How your data is processed using automated decision making and profiling.** You have the right not to be subject to a decision that is based solely on automated processing if the decision affects your legal rights or other equally important matters; to understand the reasons behind decisions made about you by automated processing and the possible consequences of the decisions, and to object to profiling in certain situations, including for direct marketing purposes.

Please note that these rights are not absolute and only apply in certain circumstances. You should also be informed how long your data will be retained and who it might be shared with.

² <https://ico.org.uk/your-data-matters/>

How does Goldsmiths treat my contribution to this study?

Your participation in this research is very valuable and any personal data you provide will be treated in confidence using the best technical means available to us. The university's legal basis for processing your data³ as part of our research findings is a "task carried out in the public interest". This means that our research is designed to improve the health, happiness and well-being of society and to help us better understand the world we live in. It is not going to be used for marketing or commercial purposes.

In addition to our legal basis under Article 6 (as described above), for **special categories data** as defined under Article 9 of GDPR, our condition for processing is that it is "necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes".⁴

If your data contributes to data from a group then your ability to remove data may be limited as the project progresses, when removal of your data may cause damage to the dataset.

You should also know that you may contact any of the following people if you are unhappy about the way your data or your participation in this study are being treated:

- Goldsmiths Data Protection Officer – dp@gold.ac.uk (concerning your rights to control personal data).
- Chair, Goldsmiths Research Ethics and Integrity Sub-Committee - via reisc@gold.ac.uk, REISC Secretary (for any other element of the study).
- You also have the right to lodge a complaint with the Information Commissioner's Office at <https://ico.org.uk/make-a-complaint/>

This information has been provided by the Research Ethics and Integrity Sub-Committee with advice from the Research Services and Governance and Legal Teams.

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³ GDPR Article 6; the six lawful bases for processing data are explained here: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/>

⁴ Article 9 of the GDPR requires this type of data to be treated with great care because of the more significant risks to a person's fundamental rights and freedoms that mishandling might cause, eg, by putting them at risk of unlawful discrimination.