

Post-Socialist Britain: Memory, Representation and Political Identity amongst German and Polish Immigrants in the UK

Participant Information Sheet (Communities)

We are inviting you to take part in a research study exploring the relationship between memory, migration and community. The study is being conducted by the University of Birmingham in collaboration with Nottingham Trent University and Centrala Space. The project is funded by the UK Arts and Humanities Research Council.

Please read the following information carefully before you decide whether or not to take part.

I am happy to clarify any questions you may have (see contact details below).

Why have I been asked to participate and what will this involve? Your involvement in the research is on the basis of your participation in the series of photography workshops: *Central European Photography Club*. As stated in the advertising, the workshops are a central part of the research project. During the workshops you will be instructed in the practice of photography by Oxana Bischin. You will be asked to take photographs of objects, buildings and places in your local community that are important to you. As part of the workshops, participants will share their photographs with one another and the facilitator and be given the chance to explain why they chose their subject. The facilitator/researcher will take notes and the descriptions may be audio-recorded and transcribed.

How will the data be used? The photographs, descriptions and workshop will be used as data for the research project. The data will be used in our final reports, public presentations, and publications. This may include reproduction of the photographs and verbatim citations from the descriptions. The photographs and descriptions will be uploaded to the project website (<https://postsocialistbritain.bham.ac.uk/>) as part of an interactive virtual exhibition. The data will form the basis of an art exhibition, produced by an Artist in Residence at our project partners, Centrala, and shown in locations in Birmingham and Nottingham. We will organise a series of community engagement events around the project and exhibition.

Feedback to Participants: You will be provided with details about and access to the findings and outputs of the research and will be invited to provide feedback on the exhibition and community engagement events.

Confidentiality: You will be producing creative outputs of your own as part of your participation in the workshops and we would like to attribute your contributions to you by name (including, photographs, descriptions, and in the workshop notes). However, if you would prefer that we keep your data confidential, you can indicate this on the consent form. In this case, we would anonymise all data before it is stored and not use your name in any outputs, including the virtual and live exhibition.

As you will be engaging in workshops alongside others, we cannot offer complete confidentiality – your work will be recognisable to others in the group. With this in mind, participants will be asked to agree to a set of ground rules for participation, which will include not sharing information about other participants outside of the group. However, we cannot guarantee that all participants will abide by these ground rules.

Withdrawal from the study: Participation in this project is voluntary and you have the right to withdraw without consequences to yourself at any point before or during the workshop.

Should you withdraw partway through, we will seek your consent to use any data collected up to that point. If consent is refused, the data will be deleted and not used in the research or outputs. At the end of the workshop series, you will have 1 month to withdraw from the research and, if you do so, your data will be deleted and not used in the research or outputs.

If you agree to waive confidentiality, you may change your mind and ask for your data to be anonymised at any point during the workshop series and within 1 month of its completion.

Possible disadvantages or risks: The workshops may touch on sensitive issues relating to traumatic past experiences. This may be distressing for some participants. You will not be under any pressure to answer questions or talk about topics that you prefer not to discuss. Should you need emotional or practical assistance as a result of participating in this project, our project partners Polish Expats Association provide or can advise on a range of community-based services (see <http://centrala-space.org.uk/communities-3>)

Possible benefits: You will benefit from practical hands-on instruction in the art of photography by a qualified practitioner over a 10-week period. The research will provide significant new understandings of the various factors that influence relations between migrants and the host society. These insights will be of significance to practitioners seeking to support inclusion and community cohesion.

Short-Term Data storage: All data will be stored securely on the computers of the team members in charge of that aspect of data collection for the duration of the project and until publication of all outputs. It will also be stored on the University of Birmingham Research Data Store (RDS). Only members of the research team (including team members at Nottingham Trent University, Centrala Space and the Artist in Residence) will have access to the data. Data will be shared securely amongst the team members through Microsoft Teams. Mobile devices used to record the descriptions will be encrypted in line with data protection legislation and UoB's Information security document. Recordings will be transferred to the RDS as soon as possible after the workshop and deleted immediately from the mobile device. Any physical data will be scanned and stored as above. The physical copies will be stored in a locked drawer in the Project Lead's office on campus until the publication of the research, at which point they will be securely destroyed.

Consent Forms will be scanned and stored password protected on the UoB RDS for the duration of the project and for 10 years following publication. The physical copies will be stored in a locked drawer in the Project Lead's UoB office until publication of the research, at which point they will be securely destroyed.

Long-Term Data Storage: On completion of the project and following publication, the photographs and descriptions will be stored in UoB BEAR Archive for a minimum of 10 years.

We would also like to upload photographs and descriptions to UoB's **Open Access Repository** and UK Data Archive at the conclusion of the project in order to ensure they are available for analysis by others. This will allow anyone else (including researchers, businesses, governments, charities, and the general public) to use the data for any purpose that they wish, providing they credit the University and research team as the original creators. If you do not wish for your data to be uploaded to the Open Access Repository or UK Data Archive, you can indicate this in the consent form and the data will be stored only in the secure BEAR Archive as described above.

Data Security

All data will be processed in adherence with the EU General Data Protection Regulation (GDPR). More information on how the University processes personal data can be found on the University's website on the page called 'Data Protection - How the University Uses Your Data' (<https://www.birmingham.ac.uk/privacy/index.aspx>).

The University of Birmingham, Edgbaston, Birmingham B15 2TT is the data controller for the personal data that we process in relation to you. We will collect and process your personal data to conduct the research project, as explained in this Participant Information Sheet. The legal justification we have under data protection law for processing your personal data is that it is necessary for our research, which is a task we carry out in the public interest. We will not share your data with any third party except in the ways outlined in this document.

Your rights in relation to your data

You may have the following rights in respect of your personal data:

- The right to access to your data (often referred to as a Subject Access Request).
- The right to rectification of inaccuracies in your data.
- The right to erasure of your data (in certain circumstances).
- The right to restrict processing of your data (in certain circumstances).
- The right to object to the processing of your data (in certain circumstances).
- The right to ask for your personal data to be transferred electronically to a third party.
- If the research is being done on the legal basis of your consent (see above), the right to withdraw consent.

However, your rights to access, change or move your information are limited, as we need to manage your information in specific ways in order for the research to be reliable and accurate. You may withdraw from the project at any point during the workshop and within one month of completion of the workshop series and your data will be deleted. After that date, we will keep the information we have already obtained but, to safeguard your rights, we will use the minimum personally-identifiable information possible.

If you would like more information on your rights, would like to exercise any right or have any queries relating to our processing of your personal data, please contact:

The Information Compliance Manager, Legal Services, The University of Birmingham, Edgbaston, Birmingham B15 2TT

Email: dataprotection@contacts.bham.ac.uk Telephone: +44 (0)121 414 3916

If you wish to make a complaint about how your data is being or has been processed, please contact our Data Protection Officer.

Mrs Carolyn Pike, OBE, The Data Protection Officer, Legal Services, The University of Birmingham, Edgbaston, Birmingham B15 2TT

Email: dataprotection@contacts.bham.ac.uk Telephone: +44 (0)121 414 3916

You also have a right to complain to the Information Commissioner's Office (ICO) about the way in which we process your personal data. You can make a complaint using the ICO's website.