

## **CONSENT FORM**

### **Seacroft Stories: Maps and Plans**

#### **Project Outline:**

This project will collect people's memories of Seacroft for a new archive collection which will be deposited at the West Yorkshire Archive Service. The archives currently do not hold much material relating to the modern history of Seacroft, and we want to address that gap by collecting personal accounts of life in Seacroft from past and present residents.

The project is a collaboration between the researcher (Jessica Hammett), 'A Quiet Word' artists (Alison Andrews and Matthew Bellwood), Chapel FM and the West Yorkshire Archive Service. We are collecting written, artistic and spoken stories. We will be organising activities and events throughout the project which you can participate in. Activities will be explained to you before you take part so that you can decide whether or not you would like to participate.

#### **Do I have to take part?**

No, participation is voluntary.

#### **Can I withdraw at any time?**

Yes, you can withdraw at any time without giving a reason by contacting the researcher, Jessica Hammett, using the contact details above. However, if you wish to withdraw at a later date, please note that if you request anonymisation, once the data has been anonymised your data cannot be withdrawn from the archive. Data will be anonymised on 1 January 2022. If your data appears in published work this cannot be withdrawn.

#### **What do I have to do?**

During this activity you will be invited to add your stories and memories to maps, plans and worksheets. You can do the activity wherever you like. You can do it on your own or you can talk to other people about it.

#### **How will the findings be used?**

There will be a number of project outputs in which your stories and experiences may be used:

- In published academic work written by the researcher Jessica Hammett, available in print and online
- As part of end of project public outputs which will be shown in Seacroft
- On the project website which anyone with a computer can access
- Permanently available in archives: at the West Yorkshire Archive Service for anyone who visits the archives to view; and on the UK Data Service website which anyone with a computer can access
- Chapel FM, 'A Quiet Word' artists and the West Yorkshire Archive Service may also use contributions in future projects

#### **Will my taking part in the study be kept confidential?**

You can decide whether to anonymise your stories and contributions. If you wish to do this, please be aware that you may still be identifiable to others even when all personal information is removed.

#### **What are the possible disadvantages and risks of taking part?**

Anonymity cannot be guaranteed. Because the project is based in Seacroft, people who know you may be able to identify your stories and contributions even if a pseudonym is used and all personal information is removed. The memories and experiences you discuss may be upsetting.

#### **What will happen to the data collected?**

The data will be available to all and free to access on the project website, at the West Yorkshire Archive Service, and on the UK Data Service website.

**Please answer the following questions to the best of your knowledge**

- |  | YES                      | NO                       |
|--|--------------------------|--------------------------|
| <b>HAVE YOU:</b>   |                          |                          |
| • been given information explaining about the study?   | <input type="checkbox"/> | <input type="checkbox"/> |
| • had an opportunity to ask questions and discuss this study?                                      | <input type="checkbox"/> | <input type="checkbox"/> |
| • received satisfactory answers to all questions you asked?  | <input type="checkbox"/> | <input type="checkbox"/> |
| • received enough information about the study for you to make a decision about your participation? | <input type="checkbox"/> | <input type="checkbox"/> |

**DO YOU UNDERSTAND:**

That you are free to withdraw from the study and free to withdraw your data prior to final consent

- |  |                          |                          |
|--|--------------------------|--------------------------|
| • at any time / up until the point of anonymisation on 01.01.2022? | <input type="checkbox"/> | <input type="checkbox"/> |
| • without having to give a reason for withdrawing?                 | <input type="checkbox"/> | <input type="checkbox"/> |

**BY DEPOSITING YOUR DATA DO YOU UNDERSTAND:**

That you will transfer copyright of your data to the West Yorkshire Archive Service and grant permission for the data to be used by the West Yorkshire Archive Service in exhibitions, displays, promotional and publicity material; general use on the internet; general educational and archival use; to be copied on to different formats to allow for the preservation and sharing of information; and to be catalogued for preservation and access purposes.

<input type="checkbox"/>	<input type="checkbox"/>
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**WOULD YOU LIKE TO PUT ANY CONDITIONS ON THE USE OF YOUR DATA:**

- |                 |                          |                          |
|-----------------|--------------------------|--------------------------|
| • anonymisation | <input type="checkbox"/> | <input type="checkbox"/> |
| • embargo       | <input type="checkbox"/> | <input type="checkbox"/> |

if you have answered yes, when would you like the embargo to end: \_\_\_\_\_

- |                                       |                          |                          |
|---------------------------------------|--------------------------|--------------------------|
| • do you have any further conditions? | <input type="checkbox"/> | <input type="checkbox"/> |
|---------------------------------------|--------------------------|--------------------------|
- if you have answered yes, please specify those conditions:

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**I hereby fully and freely consent to my participation in this study**

Participant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name in BLOCK Letters: \_\_\_\_\_

If you have any concerns related to your participation in this study, please direct them to the Faculty of Arts Research Ethics Committee, via the Research Governance Team; [research-governance@bristol.ac.uk](mailto:research-governance@bristol.ac.uk)