

Creative Informatics Research Ethics Overview

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Foreword (Chris Elsdon)

This document is a summary of the Research Ethics audit that we have applied for and been granted by Edinburgh College of Art (ECA), as part of the AHRC Creative Informatics project (<https://creativeinformatics.org/>).

We're sharing this as an exemplar, and in the interests of transparency for all those who we work with directly, as collaborators and as research participants.

This summary is the result of a form required by ECA, that is intended to help researchers recognise any ethical risks in their research, and also to protect researchers, participants and the university itself in case of any harms that may result from a research project. It is an 'umbrella application' – designed to cover the majority of research projects we will undertake throughout the project. Specific projects, such as those involving vulnerable groups, or specific sensitive topics will be required to conduct a more specific research ethics audit tailored to those circumstances.

This ethics application is supported by a comprehensive data management plan, which will also be made publicly available and linked to this document.

Templates of both information sheets and consent forms are included as appendices to this audit.

It's also important to note that this application was written and approved before the onset of COVID-19. This adds an additional burden to any face-to-face research activities that we may undertake. However, we will of course ensure we follow all of the appropriate guidance from the Scottish Government and the University of Edinburgh in order to keep participants and researchers safe.

As such, this summary really represents a baseline of how we will ensure ethical practices in our research on Creative Informatics. We will also be working within the frameworks set out more broadly for any funded Creative Informatics projects (available here: <https://zenodo.org/record/3610105>), and understand that an ethical approach to research is not simply written on a form, but should be practiced on a daily basis in our actions as researchers.

Project Details

Creative Informatics, 2019 – 2024 is externally funded by the Arts and Humanities Research Council: <https://ahrc.ukri.org/innovation/creative-economy-research/the-creative-industries-clusters-programme/#Edinburgh>

The project is a collaboration between University of Edinburgh, Edinburgh Napier University, Creative Edinburgh, and Codebase.

List of those involved in conducting research:

Prof. Chris Speed PI; Prof. Melissa Terras; Co-I and Director of Research; Dr. Michael Smyth Co-I (Napier); Prof. Michael Rovastos Co-I; Prof. Burkhard Schafer Co-I; Prof. Candace Jones Co-I;

Dr. Pip Thornton PDRA; Dr. Chris Elsdon PDRA; Susan Lechelt PDRA; Dr. Ingi Helgason PDRA (Napier); Inge Panneels PDRA (Napier); Nicola Osborne - Project Manager

Please provide a short synopsis on your project, and what this involves. Please provide some brief information on the interactions and methodologies planned with any active participants in the project.

Creative Informatics (<https://creativeinformatics.org/>) is a large, interdisciplinary 4-year project which aims to bring the city of Edinburgh's world-class creative industries and tech sector together, utilising innovative data-driven technologies to develop ground-breaking new products, businesses and experiences. The programme will enable creatives and cultural organisations to explore and better understand how data-driven technologies can be used to enhance their work.

A significant part of the project will be the delivery of six programmes of work that will provide funding and opportunities for the development of data-driven innovation in the creative industries. However, alongside this delivery programme, the research team envisage a range of approaches to drive and reflect upon the innovative work taking place across the project. These will include collaborations with individuals and organisations funded by the programme, research to inform and support the better delivery of the CI programme, as well as research projects led by individual researchers. The researchers will work closely with the AHRC's Policy and Evidence Centre, which will look at how this industrial strategy funding provided to Creative Clusters has impact.

The majority of our collaborators and research respondents will be creative practitioners working in the UK. This ethics application aims to cover the majority of activities we envisage undertaking with participants across the project in order to

gather our research data on the impact and effectiveness of our Creative Cluster. Where a project has any particular ethical issues beyond this ethics approval we will seek additional guidance and submit an additional ethics application for approval. Below, we detail the range of research methods we are likely to employ during the project:

//Fieldwork

Some of our research will be fieldwork, where we engage directly with participants to understand their current practices and experiences in relation to different kinds of data-driven technology. These could include:

- Interviews
- Focus Groups
- Contextual Inquiry / Workplace Studies
- Multi-sited Fieldwork / Ethnography / Observation
- Public observation

//Desk Research

Some of our research will be desk research, where we draw upon publicly available data or information, or that which has been shared with the research project by collaborative partners.

- Archiving
- Accessing and Analysing existing data sets
- Scraping Data in the Public Domain
- Sharing Data repositories
- Surveys
- Literature Reviews (including grey and white literature, such as commercial documentation)

//Research Collaborations and Participatory Approaches

A significant aim of our project is to work closely with participants to help them understand and envisage the opportunities and implications of new technologies. Further, the majority of our funding will be disbursed to collaborators directly to support challenges and innovations of their own. Therefore we envisage a number of approaches where participants become research collaborators.

- Workshops
- Formal Collaborations
- Participatory Design
- Labs/Studios Conferences
- Speculative Enactments

//Deployments and Exhibitions

We also envisage the opportunity to deploy and exhibit a wide range of functioning technologies with different audiences.

- Prototypes
- Field trials
- Exhibitions
- Installations
- Demonstrators

Do those named previously need appropriate training to enable them to conduct the proposed research safely and in accordance with the ethical principles set out by the College.

No.

Are researchers likely to be sent or go to any areas where their safety may be compromised?

No.

Could the research induce any psychological stress or discomfort?

Yes.

If you selected yes, please give details of how this issue is being / will be addressed to ensure that ethical standards are maintained.

Overall, we do not see that the topic matter of our research will cause undue stress or discomfort. However, in some unusual cases, asking people about economic circumstances, failures etc. might be distressing. Clear guidelines and follow up contact with our respondents will be central to our approach. Participants will always be able to opt out / stop participating at any time. They will be able to ask questions at any time. We will proceed with a duty of care towards our participants and ensure that we are watching for any stress or discomfort should it arise.

Could researchers have any conflicts of interest?

Yes.

If you selected yes, please give details of how this issue is being / will be addressed to ensure that ethical standards are maintained.

There is a large team involved with Creative Informatics, many of whom have many different roles, including making decisions about which applicants to the funding streams are successful and supported by the project. Any potential conflicts of interest that arise - for example, with Post-doctoral Research Associate involvement in recruiting and supporting funding applicants, whilst also being privy to the selection process - will be closely monitored by the project team, to ensure that these conflicts of interests are recorded, avoided, and organised around.

We will address these issues by maintaining a professional distance between researchers and participants, and strict data anonymisation and distribution, following CI's own ethical project statement.

Will any part of the research involve audio, film or video recording of individuals?

Yes.

If you selected yes, please give details of how this issue is being / will be addressed to ensure that ethical standards are maintained.

Participants will be asked for their informed consent prior to any such recording.

Once collected, this data will be shared only within the CI team as appropriate, following our data management plan.

This data will be stored securely, and participants will also be able to request this data is deleted after their participation.

Does the research involve any physically invasive or potentially harmful procedures?

No

Will the research require collection of personal information from any persons without their direct consent?

Yes

If you selected yes, please give details of how this issue is being / will be addressed to ensure that ethical standards are maintained.

We may wish to undertake desk research to generate a corpus of data from public online contexts, for example a public forum surrounding a particular technology or issue. We will only rely on data and forums which are already in the public domain, where posts are clearly understood to be public. We will also ensure we are acting

within the terms and conditions of the platforms which host these forums. However, through any research and resulting publication of work based on this data, we will take the utmost care to pseudonymise data and avoid references that would directly identify any individuals.

We may also conduct research based on observations of members of the public interacting in public spaces and exhibitions. This data will be collected anonymously. Any footage also stored and managed appropriately. In such spaces, it will be clear that research is being undertaken, and at any events which we host, guests are directly invited to opt out of recording and photography in advance.

How will the confidentiality of data, including the identity of participants (whether specifically recruited for the research or not) be ensured?

The following steps will be taken to ensure the confidentiality of data:

All data will be collected with informed consent and additional permission will be sought for use of any images/film associated with the research which identify participants.

Any observation data collected without direct consent will be fully anonymous from the point of collection.

Raw research data will be shared in the first instance between the lead researcher and a supervisor for that research, and subsequently with other members of the research team only if necessary/appropriate (especially where the data is deemed sensitive)

The lead researcher will securely store consent forms and the raw data.

Any research data which is made more widely available to the research team will be anonymised through removing any personally identifying information (e.g. about the participant's name/organisation/role)

We will liaise further with the ethics committee at ECA if we encounter any other unforeseen issues relating to confidentiality.

How and where will the data be stored, in what format, and for how long?

Data will be stored according to our data management plan, which is available in full here: [ADD LINK]

Researchers based at UoE will use encrypted computers issued by and belonging to the UoE, prepared to UoE standards, under the care of the researchers on the project. Similarly, researchers based at Napier, will use encrypted computers issued by and belonging to Edinburgh Napier University. Data that needs to be stored will be stored on UoE and Napier systems such as Datastore and Sharepoint.

Raw data that is *in use* for data analysis (across UoE and Napier) will primarily be stored on the UoE SharePoint and encrypted where it contains personally identifiable information, so that it can be shared with relevant members of the research team. Where appropriate and relevant, data may also be stored on secure Napier data systems, and access granted to the UoE researchers.

Where active collaboration on files is not necessary, and data is not actively being used, the data will be stored until the end of the project on the UoE's DataStore rather than on SharePoint. Access to the data on DataStore will also be granted to researchers at Edinburgh Napier. DataStore is the recommended form of active data storage at the UoE, and is stored on university servers: <https://www.ed.ac.uk/information-services/research-support/research-data-service/during/data-storage>.

Who will be entitled to have access to the raw data? Please provide names and positions.

In the first instance, raw data will be shared between the lead researcher(s) and a supervisor for that research. Beyond that, data will be shared with the wider research team (named above), including the project manager for Creative Informatics where appropriate. Under specific cases, raw data will be shared with appropriate members of the delivery team, where they are involved with the research project.

The delivery team refers to 5 members of professional services staff, who are tasked with delivering the wider CI programme and who we work with on a daily basis. Specifically, these include Nicola Osborne (Project Manager), Michaela Turner (Business Development), Liam Upton (Comms), Kam Chan (Financial Admin) and Anna Orme (Evaluation). This will be done in line with our data management policy, which will be shared across the team.

We will also ensure that data sharing agreements are in place with any external parties if we are extending access to any raw data, or if they are collecting research data on our behalf (for example, through the use of a product developed through the wider Creative Informatics project).

No identifiable data will be shared with third parties beyond the project. On a case-by-case basis, we may share data with our project partners Creative Edinburgh and

Codebase, with clear agreements in place about the use and confidentiality of this data. Where external parties (e.g. another project funded by Creative Informatics) are sharing their data with us to support our research, we will also ensure we have the appropriate agreements in place, and that that data is gathered in accordance with this ethics form.

How will the data be disposed of?

Any physical data sources (e.g., paper data) containing personal data will be shredded and disposed of in confidential bins at the University. Digital data will be permanently deleted in conjunction with the Information Services department, for example through a service like DNAB for unencrypted files, or through destroying the decryption key for encrypted files.

What steps have been taken to ensure that only entitled persons will have access to the data?

Access to physical data storage, SharePoint access and DataStore access will all be managed through encryption and password protection, in line with our data management plan. For example, all data containing identifiable information will be encrypted if used on cloud services, with only entitled parties having access to the key. All individuals involved in the project will follow the data management plan in order to ensure proper sharing of data.

How will the results of the research be used?

The results of the research will be disseminated to other academics and the public through: research presentations at conferences, seminars and symposia; through research publications; and in public engagement venues. Public engagement may include, for example, presentations to the public about the outcomes of the project.

The results will also be fed back to the larger Creative Informatics team, including the delivery team, in order to help direct the ongoing Creative Informatics programme.

Finally, the results will also be reported back to the funding bodies (e.g., AHRC), and organisations like the NESTA Policy and Evidence Centre (PEC). The purpose of this will be to demonstrate how our research fulfills the Key Performance Indicators (KPIs) set out in the project grant, as well as to help drive and direct UK policy initiatives for the creative industries.

What feedback of findings will be given to participants?

The participants will be provided with the link to the Creative Informatics website, on which all research outputs will be listed. We also plan on publishing a number of

booklets with the key findings from the overarching project over the lifespan of the project, which will be made available digitally on the website.

At the time of data collection, the participants will also be asked whether they want to provide their contact information in order to be informed of the findings of the research. If they answer yes, we will share links to research outputs where data from their participation is included. We will also provide them with feedback on how their participation has helped us shape the project, where relevant.

Publications that result from this research will be made available on PURE.

Is any information likely to be passed on to external companies or organisations in the course of the research?

Yes.

If you selected yes, please give details of how this issue is being / will be addressed to ensure that ethical standards are maintained.

Throughout the Creative Informatics project we expect to work very closely with external parties, including directly funding many projects led by external parties. Creative Informatics has a strong ethics statement that is part of the contract agreement between external parties, and this should address any ethical issues regarding liaising with external parties. Where we are looking to specifically share data, we will seek a data sharing agreement about the use of that data. This data sharing will be made entirely transparent to any participants to the research.

More generally, we expect research findings from the Creative Informatics project will be shared with numerous external parties, however these will be in an anonymised form.

Will the project involve the transfer of personal data to countries outside the European Economic area?

No.

The research involves living human subjects specifically recruited for this research project.

Yes.

If you selected yes, please give details of how this issue is being / will be addressed to ensure that ethical standards are maintained.

As detailed above, through our approach to informed consent, including the ability to withdraw data after the study, as well as our ethical and secure use of data.

What criteria will be used in deciding on inclusion/exclusion of participants?

Our research will encompass many different iterative studies and groups of participants over the course of a 5 year project. Participation in any study will be judged according to the following:

- Appropriateness for each study (r.e. role/expertise/sector)
- Ability to give informed consent.
- Participants own level of interest and potential to benefit from each study
- Familiarity or not to research team/CI, as we may wish to reduce the potential for any conflicts arising.

How will the sample be recruited?

As this ethics form encompasses a large range of research activity there are a number of potential ways that we envisage sampling. These may include:

- Public advertisement (including targeted advertising through social media)
- Mailing lists / word of mouth
- CI Salesforce*/contacts engaging with the CI Delivery Team
- Creative Edinburgh and other networks - Attendance at events (e.g. networking events/conferences/exhibitions)
- Direct email approach

* Salesforce is a 'CRM' or customer relationship managing software used by our delivery team to manage relationships with a whole range of partners and those we fund through Creative Informatics. We will not be using any external parties to recruit participants.

How many participants will be involved in the study?

We expect to engage with hundreds of participants over this major five year project. This will be broken down into smaller research initiatives, determined by the

individual project being undertaken to ensure data is handled appropriately in each instance.

Will there be a control group?

No.

Will the study involve groups or individuals who are in custody or care, such as students at school, self help groups, residents of nursing home?

Yes.

If you selected yes, please give details of how this issue is being / will be addressed to ensure that ethical standards are maintained.

This form addresses only potential research with students at school as a group we are more likely to work with. If we work with other vulnerable groups we will make a further specific ethics application.

In the case of students at school, schools will be informed that the students' consent is to be entirely optional, and we will ask them to ensure that students are not penalised in any way for deciding not to participate. This will also be made clear to the students themselves and their parents/guardians.

The consent process will then occur in two parts - parental/guardian consent and student consent. Information sheets will be sent out to the students' parents/guardians in good time prior to the study, giving them the opportunity to give informed consent and ask the researchers clarifying questions. If the parents consent to the study, the students will then also be asked for their informed consent. The information sheets presented to the students will be designed contingent on the age group, in clear and understandable language.

Upon the guidance of the ECA ethics committee, we will seek additional ethical approval for any specific and prolonged research projects with students at school.

Participants have a right to withdraw from the study at any time. Please tick to confirm that participants will be advised of their rights.

I confirm that participants will be advised of their rights

What information will be provided to participants prior to their consent? (e.g. information leaflet, briefing session)

Participants will receive an information sheet outlining: the purposes of the specific study, risks associated with taking part, their rights (including the right to withdraw

from the study at any time) and their rights over the personal data collected, in accordance with GDPR. If the information sheet is provided digitally, researchers' contact information will be provided, that the participants can use to ask clarifying questions in order to make an informed decision about whether to take part. If the information sheet is presented in person, the researcher will ask if the participants have any questions before agreeing to take part.

Our consent form will be provided to participants before the beginning of any study, and we will go through the form carefully with them in person, ensuring they are aware of options to opt out from specific parts of the research or data collection where this is possible. In addition, where a study takes place over a longer time period, we will seek additional verbal consent at each further stage of participation and data collection. We will also make it clear in the information sheet how participants can opt-out even after they have participated in the research.

Templates of our information sheets and consent forms have been attached with this application, and are available here: [\[ADD LINK\]](#)

Will it be necessary for participants to take part in the study without their knowledge and consent? (e.g. covert observation of people in non-public places)

Yes

Where consent is obtained, what steps will be taken to ensure that a written record is maintained?

Signed consent forms (either either digital consent forms or scanned paper consent forms) will be stored on an encrypted, password protected hard drive, accessible only to the researchers and project team involved in the study. Until scanned, any paper consent forms will be stored in a locked cupboard on university premises, only accessible to the researchers and project team involved.

If you selected yes, please give details of how this issue is being / will be addressed to ensure that ethical standards are maintained.

In some cases, we would like to collect data about how people interact with an exhibition or prototype in a non-public space like a gallery space or university building. Observations might include, for example, how many people approach an exhibition in a certain space of time, how long they stay, or what aspects of an exhibition people seem to interact with the most. In these instances of covert observation, all observations will be anonymous and non-identifiable. No video, audio or other data will be recorded of the participants. Clear signage will also be posted about what data is being collected, with details about how to raise any concerns.

Where the researcher wants to collect identifiable observation data, that does not meet the above criteria, the participant will be asked to give informed consent prior to data collection.

Will participants receive any financial or other benefit from their participation?

Yes.

If you selected yes, please give details of how this issue is being / will be addressed to ensure that ethical standards are maintained.

The benefit for participating will be decided for each individual study. In some instances, where participation may be beneficial to the participants' own work or development (e.g., an ideation session or access to educational resources) monetary or other incentives may not be provided. In other instances, where the participants take the time out of their day to our benefit, we will strive to provide a monetary incentive. Our aim is to provide a living wage hourly equivalent financial benefit, for example a voucher or a gift card like the One4All gift card.

Overall, as a project, it's simply important for us to acknowledge the value of people's time, whether or not they are losing wage or employment in participating in the research. However, we are also acutely aware that many people working in the Creative Industries are on very low wages, or in precarious employment, and so this reinforces our commitment to ensure there are clear benefits, financial or otherwise, to participating in the research.

In the case of participants whose first language is not English, what arrangements are being made to ensure informed consent?

In general, the information sheets will be written in a clear language, accessible to the general UK population. Overall, the research is expected to involve participants with a good level of English - the majority of which will be creative practitioners working in the UK.

If the participants have a high level of English, despite it not being their first language, they will be presented with a standard information sheet. We will check for their understanding, by giving them the opportunity to ask clarifying questions.

If it arises at the time of data collection that the participants do not understand the information sheet and/or their level of English is not sufficient to partake in the study, we will postpone data collection until we can translate the consent form into the participant's native language.

Are any of the participants likely to be particularly vulnerable, such as elderly or disabled people, adults with incapacity, your own students, members of ethnic minorities, or in a professional or client relationship with the researcher?

Yes

If you selected yes, please give details of how this issue is being / will be addressed to ensure that ethical standards are maintained.

We foresee that some participants will be individuals who are applying for or have already been granted funding from the Creative Informatics projects, which puts them in a professional relationship with the larger project team.

In cases where the participants are applying for, or have been granted funding from the Creative Informatics project, we will inform the participants that the data collected does not in any way impact their funding application. They will be informed that funding selection is a separate process managed by the Creative Informatics delivery team and decisions made by an independent selection panel. Moreover, data will be protected from any individuals who may have a bearing in funding selection. For example, if the participants reveal unfavourable views towards the Creative Informatics project, this will not be shared with the rest of the team, who is not involved with the specific research project, in any identifiable way.

Will any of the participants be under 16 years of age?

Yes

Do the researchers named above need to be cleared through the Disclosure/Enhanced Disclosure procedures?

Yes

If you selected yes, please give details of how this issue is being / will be addressed to ensure that ethical standards are maintained.

Prior to any studies involving children, the researchers involved will go through Disclosure/Enhanced Disclosure clearing

If you selected yes, please give details of how this issue is being / will be addressed to ensure that ethical standards are maintained.

Parental consent will always be obtained for any participants under 16 years of age. Information sheets for participants under 16 years of age will also be designed in a way that is easy for the age group to understand. Specifically, the language used in the information sheet and consent form will be simplified. In the case of participants

who are unable to read, the information about the study will be presented verbally, in clear language, and opportunities will be provided for the participants to ask questions after each section of the information sheet is presented (e.g., the purposes of the study, what data will be collected, the participants' rights over their data, the participants' right to withdraw at any time).

Does your research concern groups which may be construed as terrorist or extremist?

No.

Is the research proposal subject to scrutiny by any external body concerned with ethical approval?

No.

Will any of the participants be interviewed in situations which will compromise their ability to give informed consent, such as in prison, residential care, or the care of the local authority?

No

In my view, the ethical issues listed below arise and the following steps are being taken to address them:

In this application we outline a broad programme of research, with a range of possible ethical implications arising from doing applied technology research with human participants. We also note that this project is breaking new ground in directly funding many of these participants, and so there is a need to be especially aware of how we handle participants personal data, and the potential for conflicts of interest to arise, or be perceived.

However - through a number of processes that we have outlined in this application, (e.g informed consent, CI's own ethical statement, and a clear data management plan) we are confident that these ethical issues will be comprehensively addressed. Should any more specific and challenging ethical issues arise through any activities on the project, we will of course seek further guidance.

[A Creative Informatics Research Study]

Information Sheet

You are being invited to take part in a research study. Before you decide if you wish to participate, it is important for you to read this leaflet so you understand why the study is being carried out and what it will involve.

Reading this leaflet, discussing it with others or asking any questions you might have will help you decide whether or not you would like to take part.

What is the purpose of this study?

This research study is to *[provide a brief description of specific study being conducted, giving brief background, and clear motivations for the study]*.

Why do we want to talk to you?

[Explain how people are being recruited for this study, and who is an appropriate participant for this study].

[Describe how many other people you hope to engage this research and how]

What will you be asked to do?

We would like to... *[describe the principle activities of the study. For example, whether this is a recorded interview, survey, whether they will be asked to take part in some activity, etc.]*

We anticipate this study will take around *[x amount of time]*.

The study will take place at *[describe when and where study can take place. This should be appropriate and convenient to participant]*.

Specifically, we would like to *[explain in detail what participants will be asked to do. If this is an interview, describe the topics likely to be covered. If it involves some practical activities, describe clearly what will be involved and expected from participants]*.

Taking part in this study is entirely voluntary. We do not anticipate any specific risks to you taking part in this study. *[If there are any risks, describe these clearly here, and measures taken to address them]*.

If you don't want to talk about or participate in something just say, and we will always respect your wishes. You can pause, or withdraw entirely from the study at any time, without giving any reason.

Will you be compensated for doing this?

[Describe approach to compensating participants, and what participants might hope to gain from taking part in the study].

Confidentiality and data

Any information gathered will be treated confidentially. We would like to *[describe how any data will be recorded. For example, audio-recording an interview, taking photographs, video recording interactions etc.]*

All data we collect will be handled according to our Data Management Plan, which is available in full here should you wish: [LINK]

In summary, your information will be stored in a secure way, and you can have access to it if you wish. You can also get in touch with us at any time and ask for your data to be deleted. Unless you state otherwise and we have your express consent, you will not be named in any public presentation of the research, your participation will be entirely anonymous, and your identity will not be revealed at any point or in any subsequent publications. 'Your data' refers only to the consent form, and the data gathered as part of the study, specifically *[list here: e.g., interview recordings and transcripts]*. We have a number of ways in which your data might be used and stored. Specifically:

Data that includes your personally identifiable information might be:

- On a secure encrypted hard drive for up to ten years
- On a secure University of Edinburgh data management portal for up to ten years
- Used in developing and publishing the findings of the research, only if we have your express consent for this.

Anonymised data, from which your personally identifiable information has been removed, might be:

- Used and quoted by the University of Edinburgh in developing and publishing the findings of the research
- Stored on a secure University of Edinburgh data management portal indefinitely, subject to review every 3 years.

Use of results

The information gathered as a result of this study will be used to support the wider Creative Informatics project. Please note, your participation (or not) in any Creative Informatics research project will have no impact on your participation in other funded Creative Informatics opportunities.

The final results of this project will be read by academic audiences, such as in academic journals and conferences. In addition, the results may be used by Edinburgh University and Edinburgh Napier University to *[describe how results may be used, and the benefits this research may bring]*.

Will you be able to change your mind about taking part?

Yes, you can withdraw at any point. If you feel that you no longer wish to take part at any time just say so and we will stop, and destroy all identifiable records of your participation. You may also contact us after the study and ask us to withdraw your data from the study if it has not yet been anonymised.

Who are we?

This study is part of the larger 'Creative Informatics' (<https://creativeinformatics.org/>) project, funded by the Arts and Humanities Research Council to enable creatives and cultural organisations to explore and better understand how data-driven technologies can be used to enhance their work. This project is a partnership between the University of Edinburgh, Edinburgh Napier University,

Codebase and Creative Edinburgh. This study is led by *[describe study lead and role]* based in *[describe department and institution]*.

What happens next?

If you are interested in taking part, please read carefully and sign the consent form when it is provided to you, and return this to *[lead researcher]*. If you have any other questions about the please contact *[lead researcher]*. Thank you for reading this information.

[lead researcher email address]

[Contact telephone no. if required]

Consent Form [TEMPLATE]

[Title of Study]

Please tick each box

1. I confirm that I have read and understood the information sheet (attached) for the above study. I have had the opportunity to consider the information, ask questions and have had these answered satisfactorily.

☐

2. I understand that my participation is voluntary and that I am free to withdraw at any time, without giving any reason.

☐

3. I understand that my name will not appear in any reports, articles or presentations without consent being sought for this separately.

☐

4. I agree that anonymised demographic data, audio recordings of interviews and anonymised transcripts from this interview may be used as outlined in the information sheet [LINK] and following data policies:

☐

Data storage

Data containing personal information (i.e. consent form, demographic data, interview transcripts and audio recordings of interview) will be stored in the following ways:

5. On a secure encrypted computer, belonging to the University of Edinburgh and prepared to University of Edinburgh standards, for a maximum of ten years.

☐

6. On secure University of Edinburgh data storage for a maximum of ten years.

☐

Anonymised data (not containing your personal information) will be stored:

7. On secure University of Edinburgh data storage indefinitely (subject to review every three years).

☐

Data management/ sharing

7. Anonymous data can be used by Creative Informatics research staff at the University of Edinburgh and Edinburgh Napier University in developing academic reports, journal articles and presentations.

☐

8. Anonymous data can be viewed by Creative Informatics partners (see info sheet).

☐

9. I agree to take part in the above research.

☐

Name of Participant

Date

Signature

Name of Researcher

Date

Signature