

**Participant Information Sheet for research participants**

**Title of the research project: ‘Documentality and Display: Archiving and Curating the Violent Past in Argentina, Chile and Colombia’**

**Name, department, emails of the researchers:**

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**Dr Oriana Bernasconi, Universidad Alberto Hurtado, Santiago, Chile E: obernasconir@gmail.com**

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**Dr Jaime Hernandez Garcia, Universidad Javeriana, Bogota, Colombia E: hernandez.j@javeriana.edu.co**

### Invitation paragraph

You are being invited to take part in a research project. 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.

### What is the purpose of the project?

This is a research project by experienced academic researchers who are interested in the establishment of archives, memorial and documentation centres in different countries in South America. The project will last for 27months and will be based on visits to archives and interviews with workers there.

### Why have I been invited to participate?

We hope you may be able to tell us about your knowledge of the archive, memorial or documentation centre.

### Do I have to take part?

Taking part in the research is entirely voluntary.

You can pause or stop the interview, or withdraw from the project, at any time without giving a reason.

### What will happen if I take part?

We estimate that the interviews will last between 60 and 90 minutes. They will be audio-recorded, we may take some handwritten notes, and they will be transcribed/translated.

NB: 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 31 July 2020 anonymised data can no longer be removed from the study.

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

There are no foreseeable discomforts, disadvantages or risks involved. If you do not wish to answer any question, you may ask us to pass on to the next question.

### What are the possible benefits of taking part?

We hope to produce a report that will be circulated to other countries that are organising archives, memorial, or documentation centres. You will be part of a high quality significant piece of academic research.

### Will what I say in this study be kept confidential?

All the information that we collect about you during the course of the research will be kept strictly confidential. If you choose to remain anonymous, or wish particular statements to be unattributed to you, you will not be able to be identified by name in any ensuing reports or publications.

We are intending to gather information on your experiences in relation to working in the archives or use of documentation/information from archives or centres. Your interviews will be stored securely on encrypted and password protected computers, accessed only by the researchers. We will share data through our university password protected sharepoint servers.

All of the data from the research will be offered to the UK Data Service archive at the University of Essex for the benefit of future research. The transcript of your interview will be anonymised by us before offering it to the archive if you state that is your wish. If the UK Data service does not take our data, it will be kept until the academic articles have been completed, and then destroyed.

With respect to *personal data*, (eg. names, emails) please see the Data Protection Privacy Notice below.

**Limits to confidentiality**

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.

**What will happen to the results of the research project?**

We aim to produce a report in July 2020 and academic articles are likely to be published in 2020-2022, due to publishing delays. Shorter pieces may appear before this on our project website which is currently under construction.

### Who is organising and funding the research?

The research has been approved by the Research Ethics and Integrity Sub-Committee, Goldsmiths, University of London. It is funded by the British Academy.

**What if something goes wrong?**

### If you have any concerns about your participation or about the project in general, you should first contact the researchers listed above. 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](mailto: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**

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**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 data[[1]](#footnote-1):

* ***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.

**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 data[[2]](#footnote-2) 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”.[[3]](#footnote-3)

**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](mailto:dp@gold.ac.uk) (concerning your rights to control personal data).

* Chair, Goldsmiths Research Ethics and Integrity Sub-Committee - via [k.rumsey@gold.ac.uk](mailto:k.rumsey@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.*

*Version: 13 August 2018*

1. https://ico.org.uk/your-data-matters/ [↑](#footnote-ref-1)
2. 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/ [↑](#footnote-ref-2)
3. 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. [↑](#footnote-ref-3)