



UNIVERSITY OF
SURREY

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INFORMATION SHEET FOR PARTICIPANTS

Title of Study: Diversifying with Dignity: Coastal Tourism Employment in the UK

YOU WILL BE GIVEN A COPY OF THIS INFORMATION SHEET

Welcome to my study

I would like to invite you to participate in this research project which forms part of my PhD research. I am a PhD student at the University of Surrey in the School of Hospitality and Tourism Management and am interested in employment practices in Cornwall. You should only participate if you want to; choosing not to take part will not disadvantage you in any way. Before you decide whether you want to take part, it is important for you to understand why the research is being done and what your participation will involve. Please take time to read the following information carefully and discuss it with others if you wish. Ask me if there is anything that is not clear or if you would like more information.

What is the purpose of the study?

The aim of this study is to gain an understanding of your experience in moving your job from fishing to tourism. I am specifically interested in how people understand, experience and attach meanings to their work lives.

This will involve interviews with a variety of people:

- Current and previous fishermen (male and female), or decedents of fisherman, who are working full- or part-time in tourism and hospitality related activities;
- Fishermen (male and female) who are not working in tourism and hospitality related activities

Why have I been invited to take part?

I am inviting current and previous fishermen, and descendants of fishermen from Cornwall to take part in this study.

Do I have to take part?

Participation is voluntary. You do not have to take part. You should read this information sheet and if you have any questions, whether participating or not, please contact me or my PhD supervisors. If you decide to participate, you can stop your participation in the study at any time and request for data collected on you to be withdrawn by 30 November 2018 without giving a reason. Please note that following 30th November 2018 all data will be anonymised so cannot be withdrawn after this as I won't be able to identify you.

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What will happen to me if I take part?

If you decide to take part, you will be given this information sheet to keep and will be asked to sign a consent form, which will be kept on file in a secure place online. I will then set up a face-to-face interview with you at a time and place convenient for you in the following approximate timeframes:

16-30 June 2018 or 23 September – 27 October 2018

Interviews will take approximately one hour, and will be held in a conversational style, rather than asking you a set of pre-defined questions. I am interested in your experiences, which means your answers will partly guide the interview. With your consent our interview will be audio-recorded and later transcribed, including my own words, to ensure I am capturing our conversation correctly. I will ask your name and current job but will anonymise your and all other names mentioned after 30 November, so that you cannot be personally identified from there onwards.

What are the possible benefits and risks of taking part?

The information I get from the study will help to further understand how people in fishing communities feel about fully or partly engaging in tourism related employment, and the factors that influence planning decisions in coastal areas. I will also provide you with a summary of a final report describing the main findings.

The main disadvantage to taking part in the study is that you will be donating around an hour of your time to take part.

There are no foreseeable risks in participating in the study.

Will my taking part be kept confidential?

What is said in the interview is regarded strictly confidential and all data for analysis will be anonymised unless you wish otherwise. In reporting on the research findings, I will not reveal the names of any participants or the name of the organisation where you work unless you wish otherwise.

All information gathered will be held for long-term storage on University approved secure servers. Hard files will be kept on University approved secure premise

No identifiable data will be accessed by anyone other than me and authorised personnel from the University and regulators for monitoring purposes.

How is the project being funded?

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The project is being funded by the researcher, who is a grant holder of an ESRC (UK Economic and Social Research Council) PhD Scholarship (<http://www.esrc.ac.uk/>).

Further, this research is (non-financially) supported by Malcolm Bell at Visit Cornwall (<https://www.visitcornwall.com/>), and by Fernanda Balata at the New Economics Foundation (<http://neweconomics.org/>).

Who is Handling My Data?

The University of Surrey, as the sponsor, will act as the 'Data Controller' for this study. We will process your personal data on behalf of the controller and are responsible for looking after your information and using it properly. This information will include your name and contact details, as well as your profession and work history which is regarded as 'personal data'. We will use this information as explained in the 'What is the purpose of the study' section above.

What will happen to the data and results of the study?

As a publicly-funded organisation, we have to ensure when we use identifiable personal information from people who have agreed to take part in research, this data is processed fairly and lawfully and is done so on the basis of **public interest**. This means that when you agree to take part in this research study, we will use your data in the ways needed to conduct and analyse the research study.

All project data related to the administration of the project, (e.g. consent form) will be held for at least 6 years and all research data for at least 10 years in accordance with University policy. Your personal data will be held and processed in the strictest confidence, and in accordance with current data protection regulations.

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. If you decide to withdraw your data from the study, we may not be able to do so. We will keep the information about you that we have already obtained. To safeguard your rights, we will use the minimum personally-identifiable information possible.

You can find out more about how we use your information [<https://www.surrey.ac.uk/information-management/data-protection> and/or by contacting dataprotection@surrey.ac.uk].

I will produce a final report summarising the main findings, which will be sent to you. I also plan to share the research findings through workshops, publication and conferences.

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Will my data be used for future research?

When you agree to take part in a research study, the information we collect may be provided to researchers running other research studies in this organisation and in other organisations. These organisations may be universities or research councils in this country or abroad. Your information will only be used by organisations and researchers to conduct research and processed on the basis of public interest.

This information will not identify you and will not be combined with other information in a way that could identify you. The information will only be used for the purpose of research and cannot be used to contact you or to affect you. It will not be used to make decisions about future services available to you, such as insurance.

What if I want to complain about the way data is handled?

If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer Mr James Newby who will investigate the matter. If you are not satisfied with our response or believe we are processing your personal data in a way that is not lawful you can complain to the Information Commissioner's Office (ICO) (<https://ico.org.uk/>).

For contact details of the University of Surrey's Data Protection Officer please visit: <https://www.surrey.ac.uk/information-management/data-protection>

Who should I contact for further information?

If you have any questions or require more information about this study, or if you decide to take part, please contact me using the following contact details:

Mrs Anke Winchenbach
Room 47 AP 02, Austin Pearce Building
University of Surrey
Guildford, Surrey
GU2 7XH
E-mail: a.winchenbach@surrey.ac.uk
Phone: 07525 497541

What if something goes wrong?

The University has in force the relevant insurance policies which apply to this study. If you wish to complain or have any concerns about any aspect of the way you have been treated during the course of this study then you should follow the instructions given below.

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If you wish to make a complaint about the conduct of the study you can contact any of my supervisors, or the head of school using the details below for further advice and information:

Principle supervisor:

Prof Graham Miller

70AP02, Austin Pearce Building,

University of Surrey,

Guildford, Surrey,

GU2 7XH, UK

E-mail: g.miller@surrey.ac.uk

Phone: 01483 686335

Second supervisor:

Dr Paul Hanna

49 AP 02, Austin Pearce Building,

University of Surrey,

Guildford, Surrey,

GU2 7XH, UK

E-mail: p.hanna@surrey.ac.uk

Phone: 01483 686336

Head of School:

Prof Caroline Scarles

02 AP 02, Austin Pearce Building,

University of Surrey,

Guildford, Surrey,

GU2 7XH, UK

E-mail: c.scarles@surrey.ac.uk

Phone: 01483 68 9653

Thank you for reading this information sheet and for considering taking part in this research.