****

**Ethnic minority presence and representation in the cultural industry**

**Participant Information Sheet (PIS)**

This PIS should be read in conjunction with [The University privacy notice](http://documents.manchester.ac.uk/display.aspx?DocID=37095)

You are being invited to take part in a research study for the University of Manchester’s Centre on Dynamics of Ethnicity (CoDE), to assess institutional ethnic minority presence and representation in the cultural industry. Before you decide whether to take part, it is important for you to understand why the research is being conducted and what it will involve. Please take time to read the following information carefully and discuss it with others if you wish. Please ask if there is anything that is not clear or if you would like more information. Take time to decide whether or not you wish to take part. Thank you for taking the time to read this.

**Who will conduct the research?**

Prof Bridget Byrne, Professor of Sociology, Director of Centre on Dynamics of Ethnicity (CoDE), University of Manchester.

Dr Roaa Ali, Research Associate, Centre on Dynamics of Ethnicity (CoDE), University of Manchester.

**What is the purpose of the research?**

This project explores the nature of ethnic minority experience in key organisations in the cultural sector. It examines issues of equality and diversity within the sector and how these issues have been addressed in institutional policies and content production. It also explores what is meant by ‘representation’ in cultural institutions and cultural production.

**Why have I been chosen?**

You have been chosen to take part in this study as a staff member (or a member of the audience) in one of the institutions this study is focusing on, and to record your personal experience of working in/engaging with the institution in regards to the challenges or opportunities that ethnic minorities encounter. We will be interviewing a number of other staff members (and/or audience members) from this institution and others.

**What would I be asked to do if I took part?**

You will be interviewed by the researcher (Dr Roaa Ali) who will ask you a number of questions within a timeframe of (60 - 75 minutes). The interview will be recorded using a Dictaphone and notepads.

**What will happen to my personal information?**

In order to undertake the research project we will need to collect the following personal information/data about you:

A recording will be obtained during a one-one interview, or as part of a focus group, and in which the following details may be collected:

* Name (which will be anonymised later on)
* Role within the institution
* Ethnicity

The recordings will be used in this study only to draw conclusions on the experience of ethnic minorities in the chosen institutions and the cultural industry, in general.

Only the research team will have access to this information.

We are collecting and storing this personal information in accordance with the General Data Protection Regulation (GDPR) and Data Protection Act 2018 which legislate to protect your personal information. The legal basis upon which we are using your personal information is “public interest task” and “for research purposes” if sensitive information is collected. For more information about the way we process your personal information and comply with data protection law please see our [Privacy Notice for Research Participants](http://documents.manchester.ac.uk/display.aspx?DocID=37095).

The University of Manchester, as Data Controller for this project, takes responsibility for the protection of the personal information that this study is collecting about you. In order to comply with the legal obligations to protect your personal data the University has safeguards in place such as policies and procedures. All researchers are appropriately trained and your data will be looked after in the following way:

The **study team** at the University of Manchester will have access to your personal identifiable information, that is data which could identify you, but they will anonymise it **as soon as practical**. However your **consent form, contact details, and interview recordings and transcripts** will be retained for no more than 8 years, stored and saved in the University of Manchester Data Storage, which is a secure digital storage. Before being digitised, hard copies obtained during the interview/focus group will be **stored in** a locked cabinet in a secure room accessible only to research team. Hard copies containing your personal information will be shredded as soon as they have been digitised.

You have a number of rights under data protection law regarding your personal information. For example you can request a copy of the information we hold about you, including audio recordings or photographs. This is known as a Subject Access Request. If you would like to know more about your different rights, please consult our [privacy notice for research](http://documents.manchester.ac.uk/display.aspx?DocID=37095) and if you wish to contact us about your data protection rights, please email [dataprotection@manchester.ac.uk](mailto:dataprotection@manchester.ac.uk) or write to The Information Governance Office, Christie Building, University of Manchester, Oxford Road, M13 9PL. at the University and we will guide you through the process of exercising your rights.

You also have a right to complain to the [Information Commissioner’s Office](https://ico.org.uk/concerns), Tel 0303 123 1113

**Will my participation in the study be confidential?**

Your participation in the study will be kept confidential to the study team and those with access to your personal information as listed above.

Your recordings will be used to create transcripts, performed by a University of Manchester employee. Your personal information will be anonymised in the final script, unless you agree with the researcher to keep your personal information as they are in the final script. The recording/s will be kept in a safe space in the University of Manchester, and will be deleted once the interview has been transcribed.

**What happens if I do not want to take part or if I change my mind?**

It is up to you to decide whether or not to take part. If you do decide to take part you will be given this information sheet to keep and be asked to sign a consent form. If you decide to take part you are still free to withdraw at any time without giving a reason and without detriment to yourself. However, it will not be possible to remove your data from the project once it has been anonymised and forms part of the dataset as we will not be able to identify your specific data. This does not affect your data protection rights.

You are free to decline being recorded. If you are happy for your participation to be recorded, please let the researcher know if you feel uncomfortable at any time in the recording process, and please know you are free to stop the recording at any time.

**Will my data be used for future research?**

When you agree to take part in a research study, information about you may be provided to researchers running other research studies in this organisation. The future research should not be incompatible with this research project and will concern the presence and representation of ethnicity in major cultural institutions. These organisations may be universities, or companies involved in specific relevant research in this country or abroad. Where your information relates to your health and care it will only be used by organisations and researchers to conduct research in accordance with the [UK Policy Framework for Health and Social Care Research](https://www.hra.nhs.uk/planning-and-improving-research/policies-standards-legislation/uk-policy-framework-health-social-care-research/)**.**

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 health and care research, and cannot be used to contact you regarding any other matter or to affect your care. It will not be used to make decisions about future services available to you.

**Will I be paid for participating in the research?**

The participation in this study is voluntary and will not be reimbursed.

**What is the duration of the research?**

For interviews: The study will involve 1 x 1 hour interview, plus ¼ hour to discuss the consent forms. A follow-up interview of 1 x 1 hour interview might be a possibility and will be agreed upon following the first interview.

For questionnaire: It will take approx. ½ hour to complete the questionnaire.

**Where will the research be conducted?**

At the institution in which the participant works/engages with.

**Will the outcomes of the research be published?**

Yes. We expect to publish the study and analysis in 2 journal articles, and as part of a book that debates ethnic inequalities in major institutions in the UK.

**Who has reviewed the research project?**

The project has been reviewed by the University of Manchester Proportionate Research Ethics Committee.

**What if I want to make a complaint?**

**Minor complaints**

If you have a minor complaint then you need to contact the researcher, with the below details, in the first instance.

**Dr Roaa Ali-Moore**

**Email:** [**Roaa.ali@manchester.ac.uk**](mailto:Roaa.ali@manchester.ac.uk)

**Tel: TBC**

**Formal Complaints**

**If you wish to make a formal complaint or if you are not satisfied with the response you have gained from the researchers in the first instance then please contact**

TheResearch Governance and Integrity Manager, Research Office, Christie Building, University of Manchester, Oxford Road, Manchester, M13 9PL, by emailing: [research.complaints@manchester.ac.uk](mailto:research.complaints@manchester.ac.uk)  or by telephoning 0161 275 2674.

**What Do I Do Now?**

If you have any queries about the study or if you are interested in taking part then please contact the researcher:

**Dr Roaa Ali-Moore**

**Email:** [**Roaa.ali@manchester.ac.uk**](mailto:Roaa.ali@manchester.ac.uk)

**Tel: TBC**

**This Project Has Been Approved by the University of Manchester’s Research Ethics Committee [REF: 2018-5104-7654]**