**Participant Information Sheet (v3.0)**

**The Good Employment Learning Lab**

**1. Invitation to participate**

You have been invited to take part in one or more of the masterclasses, coaching or peer-learning sessions as part of the Good Employment Learning Lab as part of your own development.

We will be researching how effective this training is so that we can learn how best to support managers in the future. As part of that, we’d like to find out about your experiences of the training and how that impacted on you and your work. We will do that by engaging with you as part of your own reflective practice on your learning from the training.

You can read more about our project and the partners we are working with on our project website: <https://www.mmu.ac.uk/business-school/research/tgell/>. Our project is funded by the Economic and Social Research Council which is a part of UK Research and Innovation and is funded by the UK Government.

**2. Why have I been invited?**

You have been invited to take part in research in the Good Employment Learning Lab because you have applied to take part in one or more of our training sessions and we want to learn about your experiences to discover how well our approach has worked for you.

**3. Do I have to take part?**

It is up to you to decide. We will explain our research and go through this information sheet, which we will give to you. We will then ask you to sign a consent form to show you agreed to take part.

As our training sessions are part of a research project, we need to ensure that you are comfortable with our research process before you decide to take part. If you do not feel able to consent then you will not be able to join a training session, but you will be very welcome to join our wider Learning Lab community and, so, to learn about our research findings, come to our events and access information about line management approaches in our developing Resource Bank. Engaging in our wider Learning Lab communities does not depend on taking part in our research processes.

You are free to withdraw at any time from our research, without giving a reason. If you decide to withdraw from our research on the training then you will also withdraw from the masterclass, peer learning or coaching process in which you are engaged. If you decide just to withdraw a small amount of research data about your experience, you may still be able to remain on the programme. Our team will be happy to talk to you about this.

**4. What will I be asked to do?**

As part of our research.

* Our project team we will be observing and reflecting on masterclasses, peer learning groups and coaching sessions as part of learning ‘what works’. The observations they make and any video or audio recordings or photographs we take of the training will become research data. We will not publish these without gaining your permission, via a media release form.
* We will also ask you to share some information about your background and work setting when you join us, so we can understand your prior learning experience. This will also be stored as research data.
* You will undertake some learning exercises as part of our masterclasses, peer learning groups and coaching sessions. The learning materials you produce will be stored as research data.
* We will invite you to interview(s) after your learning experience(s) to find out more about any difference the training had on how you manage, how your staff experience being managed and how your organisation, community or sector manages people. These interviews will typically be short (around 30 minutes) but we may invite some managers to take part in longer interviews on particular topics. We will ask for permission to record these interviews as either audio or video files.

**5. Are there any risks if I participate?**

We do not believe that you face any risks to participating in our project.

**6. Are there any advantages if I participate?**

Our sessions will seek to develop your knowledge and skills a manager. It is hoped that this will benefit you, your team and your organisation, and others that you share your knowledge with.

**7. What will happen with the data I provide?**

When you agree to participate in this research, we will collect from you personally-identifiable information. We will ensure that we protect your confidentiality, and the security of any data we collect from you. You can read details of how do this in the box below.

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| **Data Management and Security**  The Manchester Metropolitan University (‘the University’) is the Data Controller in respect of this research and any personal data that you provide as a research participant.  The University is registered with the Information Commissioner’s Office (ICO), and manages personal data in accordance with the General Data Protection Regulation (GDPR) and the University’s Data Protection Policy.  We collect personal data as part of this research (such as name, telephone numbers or age). As a public authority acting in the public interest we rely upon the ‘public task’ lawful basis. When we collect special category data (such as medical information or ethnicity) we rely upon the research and archiving purposes in the public interest lawful basis.    As well as collecting text-based data, we will collect data in the form of audio or video files, often using online technology such as Microsoft Teams or Zoom. We may use password encrypted tape recordings or event filming equipment. We may also take and store photographs or store images that participants create or bring to learning events, such as drawings or their own photographs or images. Video or audio images will often be converted to text form using transcription services from within the recording technology or from a professional transcriber. Your data will be anonymised soon after it is received. This will be part of the process of uploading to the University’s secure Research Data Storage system. Any identifiable information about you will be stored in a different part of the University’s secure data storage system so that the privacy and confidentiality of your research data is fully protected. We may quote from you in our evaluation or research publications but you will be given a pseudonym and information that may make you identifiable (such as your specific job title or employer) will be removed so that we are confident that you cannot be identified. If we want to publish any video, audio data, or photo or drawing images in our evaluation or research outputs (presentations, video or podcasts, reports, papers, books) we will ensure that you have approved of this via a media release form.  Data about the management of our project, including your identifiable data (e.g. your name, contact details and the role you played in our project) and consent form will be archived in the University’s research data archive system for ten years. Access to this data will be restricted to the research team and to official parties in the University who may need to monitor or audit the data. 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 withdraw from the study, we will redact any data about you will have already retained unless we cannot do this as it is already used in an evaluation or research publication.  We will not usually share your personal data collected in this form with any third parties. The only exceptions are where we us transcribing, coding or interviewing services, develop new research collaborators or if one of our team moves to work in another University. In all of these instances, the third party will be required to sign a legal agreement to store and manage your data to the same standards as set out in this form, in our Data Management Plan and in line with Manchester Metropolitan University’s regulations.  Within 3 months of the project ending, we will share reusable research data from this project with other researchers via the UK Data Service. They will hold the data in their secure system indefinitely. As your data will be fully anonymised, your privacy will be completely protected. Sharing of data ensures that public money invested in research produces maximum benefits. When your data is shared with the UK Data Service, this will be under the terms of a Research Collaboration Agreement which defines use, and agrees confidentiality and information security provisions. It is the University’s policy to only publish anonymised data unless you have given your explicit written consent to be identified in the research. **The University never sells personal data to third parties.**  We will only retain your personal data for as long as is necessary to achieve the research purpose. Data shared with the UK Data Service will be retained by them indefinitely as this data will be valuable to future researchers. Project management data stored in our research archive will be stored for 10 years. Some data may be destroyed during the project or at the end of the project as part of good practice in managing data. It is the Principal Investigator’s job to ensure that data is destroyed permanently, in line with instructions from the University’s data security guidance at the time.  For further information about use of your personal data and your data protection rights please see the [University’s Data Protection Pages](https://www2.mmu.ac.uk/data-protection/). |

If you give us permission we may publish photographs, video or audio specifically collected for marketing or educational purposes. We will not publish material without your permission. We will not publish audio or video collected during our research processes (during our GELL interventions or during research interviews).

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

Our findings will be shared in a series of reports, webinars and events that will be open to all. You can find out about these by signing up to our community or visiting our website. Academic publications will be produced in the form of peer review journals or books. Any data from individuals that we use will be anonymised and no-one will be identifiable.

**Who has reviewed this research project?**

The bid for this research project was peer reviewed by the Economic and Social Review and by the University’s own bid and ethical review processes. Our project is subject to continuous scrutiny by our Advisory Group (see our website for details) and Learning Lab partnerships.

**Who do I contact if I have concerns about this study or I wish to complain?**

If you have any questions, comments or complaints about the Good Employment Learning Lab project or wish to discuss the consent process or our data management approach please contact:

Good Employment Learning Lab Director – Prof Julia Rouse ([j.rouse@mmu.ac.uk](mailto:j.rouse@mmu.ac.uk))

Business and Law Faculty Research Ethics Lead – Professor Kevin Albertson (k.albertson[@mmu.ac.uk](mailto:i.ashman@mmu.ac.uk))

Both are located at: Business School, Manchester Metropolitan University, Manchester M15 6BH (we will not be accessing physical mail while working from home during Covid19 so please contact us by email).

If you have any concerns regarding the personal data collected from you, our Data Protection Officer can be contacted using the [legal@mmu.ac.uk](mailto:legal@mmu.ac.uk) e-mail address, by calling 0161 247 3331 or in writing to: Data Protection Officer, Legal Services, All Saints Building, Manchester Metropolitan University, Manchester, M15 6BH. You also have a right to lodge a complaint in respect of the processing of your personal data with the Information Commissioner’s Office as the supervisory authority. Please see: <https://ico.org.uk/global/contact-us/>

**THANK YOU FOR CONSIDERING PARTICIPATING IN THIS PROJECT**

**16 September 2021**