

## **Co-Developing Resilience Strategies for Churches and their Communities**

### **Participant Information Sheet (PIS)**

You are being invited to take part in a research study examining and gathering stories of climate resilience in Church of England run buildings. 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 before deciding whether to take part, 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. Thank you for taking the time to read this.

### **About the research**

#### **➤ Who will conduct the research?**

Christopher Walsh, Tyndall Centre for Climate Change Research, MACE (Department of Mechanical, Aerospace and Civil Engineering), The University of Manchester and the Cathedral and Church Buildings Division of the Church of England.

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

This research is concerned with identifying, collating, and disseminating successful climate adaptation strategies adopted by some of the Church of England's over 16,000 churches and other heritage buildings, and by their wider communities. Finding examples of what has worked on the ground, and the wider community impact of these actions.

This first part of this will develop understanding of the climate risk that the church faces. It will do this through gathering data from churches around the UK; examples in which the church building itself is at risk and required adaptation measures (e.g. protection against flooding, stonework damage) and examples where the church creates community climate resilience in at-risk areas (e.g. protection from flooding, overheating).

The second part builds on the first through a series of co-productive workshops with local stakeholders and diocese workers to build on these findings and ensure the outputs of this work reflects the communities it is producing guidance for.

Participants for interview have been chosen through their proximity to climate resilience related events or projects. Approximately 20 such studies of estimated 3-5 people will be taken place. Workshops have been recruited through advertisements within diocese, approximately 10 such events will take place.

#### **➤ Am I suitable to take part?**

Participants should be involved in or aware of the climate resilience project or interested in the process of creating climate resilience in their buildings.

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

Outcomes of this research will include two published journal papers that will be made available to participants and guidance notes for internal usage within the Church of England. There is an additional consent procedure for involvement in case studies for online publishing.

➤ **Who has reviewed the research project?**

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

➤ **Who is funding the research project?**

This project is funded by NERC as part of the UKCR Embedded Researcher scheme in collaboration with the Church of England.

**What would my involvement be?**

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

Interview participants will be asked to meet the researcher at the church building they work with for a roughly 30 minute interview. This audio will be recorded and transcribed. Participants in the workshop will meet at the diocesan venue for approximately a half day event, including training in climate resilience and co-development exercises focused on church strategy.

➤ **Will I be compensated for taking part?**

No compensation will be offered for taking part in this project.

➤ **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. Please inform the interviewer now, or at a later date. If you do decide to take part you will be given this information sheet to keep and will 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 as we will not be able to identify your specific data. This does not affect your data protection rights. If you decide not to take part you do not need to do anything further.

For audio recordings you are free to decline the recording but it may be essential to your participation in the study. You should be comfortable with the recording process at all times and are free to stop the recording process at any time.

We understand that this interview could touch on sensitive topics around extreme weather and the personal impact that may have had on you as a participant. If at any point you feel distressed or would like to stop the interview or not answer a particular question please let the researcher know and we will immediately follow your instructions. This also applies to your data that you may not want to share after the interview, if this is the case please get in touch with the research team, details below. For additional support it may be helpful to get in touch with National Flood Forum (01299 403055) or alternative source of support.

## **Data Protection and Confidentiality**

### **➤ What information will you collect about me?**

In order to participate in this research project we will need to collect information that could identify you, called “personal identifiable information”. Specifically we will need to collect:

- Contact Details
- Job Role/Relation to the Project

Recordings will consist of voice only and will be obtained through a semi structured interview process one on one with the researcher. In workshops information will be collected through a participatory exercise.

### **➤ Under what legal basis are you collecting this information?**

We are collecting and storing this personal identifiable information in accordance with UK data protection law which protect your rights. These state that we must have a legal basis (specific reason) for collecting your data. For this study, the specific reason is that it is “a public interest task” and “a process necessary for research purposes”.

### **➤ What are my rights in relation to the information you will collect about me?**

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, video recordings or photographs.

If you would like to know more about your different rights or the way we use your personal information to ensure we follow the law, please consult our [Privacy Notice for Research](#).

### **➤ Will my participation in the study be confidential and my personal identifiable information be protected?**

In accordance with data protection law, The University of Manchester is the Data Controller for this project. This means that we are responsible for making sure your personal information is kept secure, confidential and used only in the way you have been told it will be used. All researchers are trained with this in mind, 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 information and they will anonymise it as soon as possible. Your name and any other identifying information will be removed and replaced with a random ID number. The research team will have access to the key that links this ID number to your personal information. Your consent form will be retained for 5 years in a locked cabinet on UoM premises for audit purposes. With your consent, we would also like to retain your contact details for 5 years in order to provide you with a summary of the findings for this study. If you provide consent for this, your details will be safely stored on UoM servers in a digital folder only accessible to the study team and used only for the purposes described above.

### **Sharing data:**

When you agree to take part in a research study and with your informed consent, the information about you may be provided to researchers running other studies here or at other organisations. With your consent your anonymised information will be shared in order to support additional research in accordance with [The University of Manchester's Research Privacy Notice](#).

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 heritage and climate resilience research, and cannot be used to contact you regarding any other matter. It will not be used to make decisions about future services available to you.

### **Archiving:**

At the end of the project we will deposit a fully anonymised dataset (e.g. including de-identified interview and workshop transcripts) in an open data repository where it will be permanently stored. We will use Figshare at the University of Manchester Library for this. Researchers at other institutions and others can access the anonymised data directly from the repository and use it for further research or to check our analysis and results.

Please also note that individuals from The University of Manchester or regulatory authorities may need to look at the data collected for this study to make sure the project is being carried out as planned. This may involve looking at identifiable data. All individuals involved in auditing and monitoring the study will have a strict duty of confidentiality to you as a research participant.

### **Transcription Process**

The primary researcher will be performing the transcribing, during which all personal identifiable information will be removed, however in some cases this may be included, with consent job role. Access to original audio files will only be allowed to members of the research team.

### **Online Interviews**

In the case of using online interviews for COVID (more information below) or other reasons your participation in this research will be recorded in Zoom and your personal data will be processed by Zoom. This may mean that your personal data is transferred to a country outside of the European Economic Area, some of which have not yet been determined by the United Kingdom to have an adequate level of data protection. Appropriate legal mechanisms to ensure these transfers are compliant with the Data Protection Act 2018 and the UK General Data Protection Regulation are in place. The recordings will be removed from the above third party platform and stored on University of Manchester managed file storage as soon as possible following the completion of data collection.

Please also consult the [FAQs](#) for more information on recordings.

## **What if I have a complaint?**

### **➤ Contact details for complaints**

If you have a complaint that you wish to direct to members of the research team, please contact:

**SARAH MANDER**  
**s.mander@manchester.ac.uk**  
**+44 (0) 161 306 3259**

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

The Research Ethics Manager, Research Office, Christie Building, The 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 306 8089.

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, The 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 about complaints relating to your personal identifiable information](#) Tel 0303 123 1113

### **Contact Details**

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

**CHRISTOPHER WALSH**  
**christopher.walsh@churchofengland.org**  
**christopher.walsh@manchester.ac.uk**

# Additional information in relation to COVID-19

Due to the current COVID-19 pandemic, we have made some adjustments to the way in which this research study will be conducted that ensures we are adhering to the latest government advice in relation to social distancing as well as taking all reasonable precautions in terms of limiting the spread of the virus. You should carefully consider all of the information provided below before deciding if you still want to take part in this research study. If you choose not to take part, you need to inform research team. If you have any additional queries about any of the information provided, please speak with a member of the research team.

## **Are there any additional considerations that I need to know about before deciding whether I should take part?**

There should be no additional risks to this project aside from meeting the interviewer, or other participants at workshops. If necessary both events can take place with appropriate PPE (e.g. masks) and socially distanced to minimise exposure. If in a vulnerable group or worried about taking part we can arrange a remote interview, please contact the research team.

## **What additional steps will you take to keep me safe while I take part?**

We can utilise online video platforms (Zoom) to undertake the interviews with participants.

## **Is there any additional information that I need to know?**

Please let the research team know if you would prefer to take part in this project through a remote interview rather than in person. For in person interviews please still arrive on time (not early or late) to avoid too many participants gathering in the same area.

## **Additional data use**

May have to provide contact details to NHS Track and Trace if it becomes necessary.

## **What if the Government Guidance changes?**

We may have to postpone contact or move more interviews online.

## **What if I have additional queries?**

Please contact the research team on the contact details listed above.