** Participant Information Sheet**

**The title of the research project**

E-Drone: Transforming the energy demand of supply chains through integrated UAV-to-land logistics for 2030

**Invitation to take part**

You are being invited to take part in a research project. Before you decide 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 and discuss it with others if you wish. Ask us 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.

**Who is organising/funding the research?**

Bournemouth University is organising the research in conjunction with University of Southampton, University College London and University of Leeds. It has been funded by the Engineering and Physical Sciences Research Council, the main funding body for engineering and physical sciences research in the UK.

**What is the purpose of the project?**

The project examines the energy reduction potential of logistics solutions involving

Un-crewed aerial vehicles (UAVs) operating alongside traditional last-mile delivery solutions (vans, cargo cycles and walking porters). It involves generating new understanding of how UAV operations will function in shared airspace alongside crewed aircraft under various regulations. The project uses a case study based around NHS transportation involving simulated and live trials across the Solent and Dorset region.

**Why have I been chosen?**

You have been chosen due to your role in managing or handling products associated with NHS logistics operations and hence your knowledge of the systems. We will be interviewing approximately 10 people in this part of the study.

**Do I have to take part?**

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 participant agreement form. We want you to understand what participation involves, before you make a decision on whether to participate.

If you or any family member have an on-going relationship with BU or the research team, e.g. as a member of staff, as student or other service user, your decision on whether to take part (or continue to take part) will not affect this relationship in any way.

**Can I change my mind about taking part?**

Yes, you can stop participating in study activities at any time and without giving a reason.

**If I change my mind, what happens to my information?**

After you decide to withdraw from the study, we will not collect any further information from or about you.

As regards information we have already collected before this point, your rights to access, change or move that information are limited. This is because we need to manage your information in specific ways in order for the research to be reliable and accurate. Further explanation about this is in the Personal Information section below.

**What would taking part involve?**

You will be invited to take part in an interview that explores current NHS logistics practices. The focus is on patient diagnostics, blood for transfusion and pharmacy products, particularly aseptic medicines. Where appropriate the interviews will adopt a ‘go along’ approach where a researcher will accompany you while you undertake tasks related to despatch, receipt or delivery of products.

**What are the advantages and possible disadvantages or risks of taking part?**

Whilst there are no immediate benefits to you participating in the project, it is hoped that this work will realise benefits for the NHS in the long term. These benefits include more efficient delivery services with financial savings and a lower carbon footprint and improved care-in-the-community and response to time critical medical needs.

We do not anticipate any risks to you in taking part in this study.

**What type of information will be sought from me and why is the collection of this information relevant for achieving the research project’s objectives?**

We will seek information about current logistics working practices with regards to patient diagnostics, blood for transfusion and pharmacy products. This will enable us to understand which products and services might be suitable for UAV logistics.

**Will I be recorded, and how will the recorded media be used?**

The interview will be recorded and photographs taken of packages. The audio recordings made during this research will be used only for analysis and the transcription of the recording(s) for illustration in conference presentations and lectures. No other use will be made of them without your written permission, and no one outside the project will be allowed access to the original recordings.

**How will my information be managed?**

Bournemouth University (BU) is the organisation with overall responsibility for this study and the Data Controller of your personal information, which means that we are responsible for looking after your information and using it appropriately. Research is a task that we perform in the public interest, as part of our core function as a university.

Undertaking this research study involves collecting and/or generating information about you. We manage research data strictly in accordance with:

* Ethical requirements; and
* Current data protection laws. These control use of information about identifiable individuals, but do not apply to anonymous research data: “anonymous” means that we have either removed or not collected any pieces of data or links to other data which identify a specific person as the subject or source of a research result.

BU’s [Research Participant Privacy Notice](https://intranetsp.bournemouth.ac.uk/documentsrep/Research%20Participant%20Privacy%20Notice.pdf) sets out more information about how we fulfil our responsibilities as a data controller and about your rights as an individual under the data protection legislation. We ask you to read this Notice so that you can fully understand the basis on which we will process your personal information.

Research data will be used only for the purposes of the study or related uses identified in the Privacy Notice or this Information Sheet. To safeguard your rights in relation to your personal information, we will use the minimum personally-identifiable information possible and control access to that data as described below.

*Publication*

You will not be able to be identified in any external reports or publications about the research without your specific consent. Otherwise your information will only be included in these materials in an anonymous form, i.e. you will not be identifiable.

Research results will be published in academic journals, conference proceedings and reports for stakeholders and government.

*Security and access controls*

BU will hold the information we collect about you in hard copy in a secure location and on a BU password protected secure network where held electronically.

Personal information which has not been anonymised will be accessed and used only by appropriate, authorised individuals and when this is necessary for the purposes of the research or another purpose identified in the Privacy Notice. This may include giving access to BU staff or others responsible for monitoring and/or audit of the study, who need to ensure that the research is complying with applicable regulations.

*Sharing your personal information with third parties*

As well as BU staff and the BU student(s) working on the research project, we may also need to share personal information in non-anonymised for with University of Southampton, University College London and University of Leeds who are external collaborators.

*Further use of your information*

The information collected about you may be used in an anonymous form to support other research projects in the future and access to it in this form will not be restricted. It will not be possible for you to be identified from this data. To enable this use, anonymised data will be added to BU’s online Research [Data Repository](https://research.bournemouth.ac.uk/research-environment/research-data-management/): this is a central location where data is stored, which is accessible to the public.

*Keeping your information if you withdraw from the study*

If you withdraw from active participation in the study we will keep information which we have already collected from or about you, if this has on-going relevance or value to the study. This may include your personal identifiable information. As explained above, your legal rights to access, change, delete or move this information are limited as we need to manage your information in specific ways in order for the research to be reliable and accurate. However if you have concerns about how this will affect you personally, you can raise these with the research team when you withdraw from the study.

You can find out more about your rights in relation to your data and how to raise queries or complaints in our Privacy Notice.

*Retention of research data*

**Project governance documentation**, including copies of signed **participant agreements**: we keep this documentation for a long period after completion of the research, so that we have records of how we conducted the research and who took part. The only personal information in this documentation will be your name and signature, and we will not be able to link this to any anonymised research results.

Research results:

As described above, during the course of the study we will anonymise the information we have collected about you as an individual. This means that we will not hold your personal information in identifiable form after we have completed the research activities.

You can find more specific information about retention periods for personal information in our Privacy Notice.

We keep anonymised research data indefinitely, so that it can be used for other research as described above.

You can find out more about how we use your information

* our Research Participant Privacy Notice available from <https://intranetsp.bournemouth.ac.uk/documentsrep/Research%20Participant%20Privacy%20Notice.pdf>
* by asking one of the research team
* by sending an email to [DPO@bournemouth.ac.uk](mailto:DPO@bournemouth.ac.uk)

**Contact for further information**

If you have any questions or would like further information, please contact Professor Janet Dickinson (jdickinson@bournemouth.ac.uk)

*In case of complaints*

Any concerns about the study should be directed to Professor Michael Silk, BU Business School, Bournemouth University by email to [researchgovernance@bournemouth.ac.uk](mailto:researchgovernance@bournemouth.ac.uk).

**Finally**

If you decide to take part, you will be given a copy of the information sheet and a signed participant agreement form to keep.

Thank you for considering taking part in this research project.