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**Participant Information Leaflet – Bike Project**

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| **Study Title:** | Open City Project |
| **Investigator(s):** | Professor John Solomos  Professor Michael Keith, University of Oxford  Professor Karim Murji, University of West London  Professor Steve Pile, Open University  Dr Eda Yazici  Susannah Cramer-Greenbaum |

**Introduction**

You are invited to take part in a research study. Before you decide, you need to understand why the research is being done and what it would involve for you. Please take the time to read the following information carefully. Talk to others about the study if you wish.

Please 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 and funding the study?**

*Open city* is a project organised and run by a team of researchers from the University of Warwick, the University of Oxford, the Open University, and the University of West London. It is funded by the Economic and Social Research Council (grant reference ES/T009454/1).

**What is the study about?**

The term “Open City” is used to describe an ideal place of diversity and harmony where everyone gets along. The study looks at whether the Open City exists in real life using the issues of race, migration, and movement over time. The study explores how people live together; move in the city; create new spaces and places in the city and change the city.

We would like to know how people move through the city. The way we map cities differ – some of us know and navigate different parts of the city using postcodes on Google Maps, others using the tube map, local landmarks, or bus routes. To understand how different people come to know the city and to understand what the different ways of moving through the city mean for how we live together, we want to find out about:

* How you get around in your daily life (by bus, on foot or by bike)
* How the way or ways you get around shape how you see and feel about the city
* How you have gotten to know different parts of the city

**What would taking part involve?**

If you decide to take part, we will:

* Produce artwork together

We will all design a piece of artistic or creative work. You can decide what kinds of art we do – theatre, film, painting, or anything else that you can think of – and you help shape the project. The starting point for inspiration will be travelling to a part of the city where you feel at home, can close your eyes and feel safe. From that bit of the city, we will think about how to represent what it is like to be new in the city and to travel through the city together using different artforms.

* Spend time with you at the Bike Project

We would like to spend time with you when you are at the Bike Project. We are interested in the difference (positive or negative) having access to a bike can make and what this means for how we live in the city. We will take notes or observations of the time we spend together. We will not use your name in our notes, and you can see them if you would like.

* Draw your own personal maps of London, parts of London or trace where you travel in your daily life.

This will involve making maps that show how you travel through the city and how you get to know it. Your map can include the part(s) of London that are familiar to you or the parts of London you like the most. It can also include the routes or journeys you take over the course of your daily life – such as trips to the shops, to parks or the local library. You may also wish to draw your own personal map of the city, part(s) of the city, or other cities entirely. This is an opportunity to get creative and explore what is most important to you. We will be able to discuss the direction you want to take and work on your map together.

We may also ask to interview you:

We may ask you how you get around your neighbourhood, your borough, and the city. We will ask you how you got around before you knew about the Bike Project and how having a bike has changed how you get around; how you feel about the city; where you go; and how you understand or know the city. We will ask you to take part in one interview. The interview will be an hour long and will be recorded. We will not use your name when we type up the audio recording.

**Do I have to take part?**

No. Participation in this study is completely voluntary and choosing not to take part will not affect you in any way. You can also choose to withdraw your participation without giving a reason by contacting one of the research team at opencity@warwick.ac.uk. You can withdraw your data at any point until June 2023. We will send you a reminder in March 2023 to ask if you would like to withdraw your data. Further details about withdrawing from the study are provided later on in this document.

**What are the possible benefits of taking part in this study?**

Your involvement in the study will help us find out more about how people settle, travel around and live in the city. This will contribute to new academic knowledge including articles and a book.

Your involvement will contribute to pop-up exhibitions across London.

Your involvement might help us to support the growth of the Bike Project or argue for better transport provision at the level of local government.

You may develop or further explore your own artistic skills.

**What are the possible disadvantages, side effects or risks, of taking part in this study?**

The researchers will avoid asking sensitive questions and will not pressure you into saying anything that you are not comfortable sharing. There should not be any disadvantages, side effects or risks of taking part in this study. If you are worried or have more questions about the study, you are welcome to ask the researchers. If you would like to raise any issues, concerns, or complaints you can contact the project and ethics leads (there is more information about this on page 4).

**Expenses and payments**

We will provide a small gift in the form of vouchers to thank you for giving us your time at the end of each session. We will also reimburse travel or childcare costs.

**Will my taking part be kept confidential?**

Yes, your taking part will be kept confidential.

We will collect information (data) in the form of:

* Interviews which will be audio recorded and then typed up (transcripts)
* Our notes or observations of the time we spend together
* Your hand drawn maps
* Your artwork

We will keep your data a secret and no one should be able to identify you from what we write. We will ask you to choose a code name (pseudonym) which we will use in transcripts, our notes and on your maps. We will keep your real name (but you do not have to give us your real name if you do not want to) in a password protected spreadsheet which we will delete in June 2023. From June 2023, it will not be possible for anyone to know your real name.

There are six people in the research team. The research team will be able to read and look at our notes, your transcripts, and your maps. They will not be able to see the spreadsheet where we store your real name.

We will store our notes and interview transcripts securely using the University of Warwick’s servers. We will keep your maps and consent forms in a locked filing cabinet. No one except for the research team will be able to look at transcripts, notes or maps.

In the unlikely event that you tell us something about you or someone else being at risk of serious harm, we may need to break confidentiality. If you tell us that you or someone you know is at risk of serious harm, we will discuss that we may need to share information about you with others before we do so.

**What will happen to the data collected about me?**

As a publicly-funded organisation, the University of Warwick have to ensure that it is in the public interest when we use personally-identifiable information from people who have agreed to take part in research. This means that when you agree to take part in a research study, such as this, we will use your data in the ways needed to conduct and analyse the research study.

We will be using information from in order to undertake this study and will act as the data controller for this study. We are committed to protecting the rights of individuals in line with data protection legislation. The University of Warwick will keep non-identifiable (anonymised) information until the project ends. After that, it will be stored securely with the UK Data Service for 10 years.

Research data will be **pseudonymised** as quickly as possible after data collection. This means all direct and indirect identifiers will be removed from the research data and will be replaced with a participant number. The key to identification will be stored separately and securely to the research data to safeguard your identity. It will be possible to withdraw your data from the study until June 2023 at which point, we will delete the key to identification. We will send you a reminder asking if you would like to withdraw your data in March 2023.

**Data Sharing**

We will share information with the research team. This includes team members from the University of West London, The Open University and Oxford University.

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. The University of Warwick has in place policies and procedures to keep your data safe.

For further information, please refer to the University of Warwick Research Privacy Notice which is available here: <https://warwick.ac.uk/services/idc/dataprotection/privacynotices/researchprivacynotice> or by contacting the Legal and Compliance Team at [GDPR@warwick.ac.uk](mailto:GDPR@warwick.ac.uk).

**What will happen if I don’t want to carry on being part of the study?**

Participation is entirely voluntary and there will be no disadvantage from withdrawing from the study. You will be able to withdraw your consent without giving a reason either verbally (in person and via telephone) or in writing via email opencity@warwick.ac.uk.

You can withdraw your data from the study at any time until June 2023 by contacting the email address above. After June 2023, it will not be possible to withdraw your data because it will have been anonymised. To safeguard your rights, we will use the minimum personally-identifiable information possible and keep the data secure in line with the University’s Information and Data Compliance policies*.*

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

We will use some of the information you give us when we write research reports and publish academic articles. Some of the information you give us may also be used in pop-up exhibitions. You are welcome to read drafts of what we have written that contains information about you before publication.

**Who has reviewed the study?**

This study has been reviewed and given favourable opinion by the University of Warwick’s Humanities and Social Science Research Ethics Committee (HSSREC). Reference number: 205/20-21.

**Who should I contact if I want further information?**

Please contact Professor John Solomos at [J.Solomos@warwick.ac.uk](mailto:J.Solomos@warwick.ac.uk) or opencity@warwick.ac.uk.

You can also contact Eda Yazici [eda.yazici@warwick.ac.uk,](mailto:eda.yazici@warwick.ac.uk) Susannah Cramer-Greenbaum [Susannah.Cramer-Greenbaum@warwick.ac.uk](mailto:Susannah.Cramer-Greenbaum@warwick.ac.uk) or Natasha Davis [natasha@natashaproductions.com](mailto:natasha@natashaproductions.com) if you have any questions or queries.

**Who should I contact if I wish to make a complaint?**

Any complaint about the way you have been dealt with during the study or any possible harm you might have suffered will be addressed. Please address your complaint to the person below, who is a senior University of Warwick official entirely independent of this study:

**Head of Research Governance**

Research & Impact Services

University House

University of Warwick

Coventry

CV4 8UW

Email: [researchgovernance@warwick.ac.uk](mailto:researchgovernance@warwick.ac.uk)

Tel: 02476 575733

If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter: DPO@warwick.ac.uk.

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).

**Thank you for taking the time to read this Participant Information Leaflet**