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**Participant Information Leaflet**

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| **Study Title:** | Open City |
| **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 ethical and political claims to openness – whether through practices of welcoming others, appeals to open (or no) borders, or struggles against poor housing and racism – manifest in London’s political life. We are interested in how everyday political activisms and practices intersect with city government. To explore this, we are interested in how:

* Different community and activist groups imagine openness by asking what the spatial and racial imaginaries of openness are
* Appeals to openness are organised in practical and policy terms – whether they are utopian or pragmatic – and how the ideal city is imagined, fought for, and realised

**What would taking part involve?**

If you decide to take part, we will invite you to take part in an interview (this could be online or in person). We are interested in how claims to openness through practices of welcoming, neighbourliness and inclusion manifest in London’s political life. We will ask you to talk about your roles and involvement in any practices and policies relevant to openness broadly defined. We are also interested in any issues and challenges in shaping inclusion and diversity and your criteria or measures of successful mix or openness in dwelling, integration and hospitable social relations. The interview will be one hour long and will be recorded. We will 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 (records of interviews and our notes) 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?**

Although you may not benefit directly from taking part in this study, your participation will contribute to political and policy debates about dwelling, hospitality and place making. This will contribute to new academic knowledge including articles and a book.

Your participation will also help us to find new ways to make life in Camden and beyond better and work towards change together with local government. The results will be presented in pop-up exhibitions across London and several workshops and briefings aimed at policy makers in London local government.

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

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 pages 3-4).

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

This is up to you. As an elected representative, we would like to be able to refer to you by name in publications. We will share any draft publications that quote you or use your name with you for approval prior to publication. If you prefer, we will not make a record of your name or personal data. We will identify the name of your organisation if you permit us to do so by consenting to participate in the study.

To safeguard your rights, we will use the minimum personally identifiable information possible, and act according to the principles of the General Data Protection Regulation (GDPR) as outlined in the University Privacy Notice (<https://warwick.ac.uk/services/sim/policies/information-governance/ig02>). Interviews will be recorded using a Dictaphone. Audio files will be deleted from the Dictaphone within two weeks of the interview being conducted. Uploaded audio files from the Dictaphone will be stored securely on the University of Warwick’s H and back-up drives, where they will be stored in accordance with the General Data Protection Regulations Act 2018. They will be deleted following transcription. Transcripts from the interviews will be uploaded to the H and back-up drives. Transcripts will be deleted from university managed computers at the point of upload to H and back-up drives. Consent forms and handwritten notes will be stored in a locked filing cabinet. Your data will be removed from the H and back-up drives following project completion they will then be transferred to be retained, stored, and archived for ten years using the UK Data Service in keeping with NERC guidelines.

Unless we have asked your explicit permission through our consent form, only members of the research team at the University of Warwick, the University of Oxford, Open University and the University of West London will have access to the interview data (e.g., transcripts, recordings, or notes).

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

As a publicly-funded organisation, the University of Warwick must 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 you 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 information about you for ten years after the study has finished using the UK Data Service in keeping with NERC guidelines.

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. We will send you a reminder asking if you would like to withdraw your data in March 2023.

**Data Sharing**

Data will be shared between the University of Warwick, the University of Oxford, the Open University and the University of West London upon a data sharing/processing agreement.

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.

This data may also be used for future research, including impact activities following review and approval by an independent Research Ethics Committee and subject to your consent at the outset of this research project.

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 Information and Data 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](mailto:opencity@warwick.ac.uk).

You can withdraw your data from the study by contacting the email addresses above at any time until June 2023, at which point the data collection period for the project will end and the securely stored participant number will be deleted. A reminder email will be sent to you to confirm that you are happy for their data to be processed in March 2022. If you wish to withdraw, all data will be permanently destroyed accordingly. 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?**

At the end of the project, the results will be presented in academic articles and research reports. Some of the results will be presented at neighbourhood (and potentially London-wide) pop-up exhibitions. They will also be shared at workshops and briefings aimed at policy makers in London local government. 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): 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) or Susannah Cramer-Greenbaum [Susannah.Cramer-Greenbaum@warwick.ac.uk](mailto:Susannah.Cramer-Greenbaum@warwick.ac.uk) 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**

Jane Prewett

Research & Impact Services

University House

University of Warwick

Coventry

CV4 8UW

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

Tel: 024 76 522746

If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer, Anjeli Bajaj, Information and Data Director 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**