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**Participant Information Leaflet – Hilgrove residents**

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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 Ying Wang  Dr Eda Yazici |

**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’s geographical relationships can influence their everyday experiences of city life at the street or block level, the estate level or beyond. To answer the question of how people’s relationships in place can influence their experience of the city, we want to find out:

* Where you live and what places – in your home, on your estate, in London, or beyond – are important to you
* Where you have lived before and how you feel about your previous cities, homes, or countries
* Your relationships – we would like to know who you like to spend time with – this could be with family, friends, neighbours, or colleagues
* Where you like to spend time – this could be at home, at friends’ houses, in parks, restaurants or anywhere that is important to you

**What would taking part involve?**

If you decide to take part, we will invite you to take part in an online survey taking place via the online platform Qualtrics. The survey will take you approximately 10 minutes to complete, covering a range of topics such as sense of community and residential mobility. Each question can be answered by ticking in the box or filling in the blank next to the answer you want to give. No specialist knowledge is required.

**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. 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 our knowledge of your life on the Hilgrove estate, which may help to develop a stronger and more connected community in the long-term and contributes to new academic knowledge including articles and a book.

Your participation will also help us to get a better understanding of how people are living their lives in Camden and beyond, which will be presented in pop-up exhibitions across London.

**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 page 4).

**Expenses and payments**

We will provide a small gift in the form of a £5 high street voucher to thank you for giving us your time.

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

Yes, your taking part will be kept confidential.

We will collect some information from you via the online platform Qualtrics, such as your race, gender, socio-economic status and location data. These data will help us to understand co-existence and neighbourliness in the estate and explore more informal and unregistered forms of churn. 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>).

Your answers will be collected on a secure survey platform – Qualtrics. We have selected this platform because it complies with the GDPR Act 2018, its services are certified to a high standard of information security management, it uses Transport Layer Security (TLS) encryption (also known as HTTPS) for all transmitted data, and its services are hosted by trusted data centres that are independently audited using the industry standard SSAE-18 method.

All your answers will be treated confidentially. You will be given a response ID to protect your identity and the code linking this will be stored separately to the research data. Once the survey closes, we will transfer all the data collected via Qualtrics (using encryption) to the University of Warwick’s password protected and encrypted H drive and back-up drive, where it will be stored in accordance with the General Data Protection Regulations Act 2018. Once the transfer completes, we will delete your response ID key and corresponding personal information to make sure that your data become anonymised. You will not be able to withdraw your data from the study after this point (Mid-November 2021). 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, the Open University and the University of West London will have access to the survey data. Any identifying information will be removed and destroyed as soon as possible after necessary data processing has been completed – for example, records from separate files merged, or personal data downloaded from the online platform.

**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 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 anonymised as quickly as possible after data collection and it will not be possible to withdraw your data after this point (mid-November 2021).

**Data Sharing**

Data will be shared between the University of Warwick, the University of Oxford, 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.

You will be able to withdraw your participation by closing the browser before completing the survey. Once the survey is completed and submitted, you will be able to withdraw your data until mid-November 2021 at which point the data collection period for survey will end and the securely stored spreadsheet with your response ID key and corresponding personal information will be deleted and your data will become anonymised. It will often not be possible to withdraw your data which has already been collected, after it has been anonymised. 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.

**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).

**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 Ying Wang [ying.wang.6@warwick.ac.uk](mailto:ying.wang.6@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**