

WEAVE: Widen Access to Cultural Communities via Europeana

PARTICIPANT INFORMATION SHEET

You are being invited to take part in research investigating the digitisation of tangible and intangible cultural heritage. Researchers at the Centre for Dance Research (C-DaRE), Coventry University, are leading this research. Before you decide to take part it is important you understand why the research is being conducted and what it will involve. Please take time to read the following information carefully.

What is the purpose of the study?

The purpose of the study is to explore the ways in which tangible heritage (TH) and intangible cultural heritage (ICH) of cultural communities can be more closely interwoven, in order to safeguard communities' invaluable cultural heritage and preserve the richness of the European identity and its cultural plurality for future generations. In particular, the project will aggregate over 5,000 new high-quality records to Europeana (the online digital library of European cultural heritage) related to the rich and invaluable cultural heritage of minority cultural communities, and showcase these collections in a set of engaging editorials and a virtual exhibition. The project will also carry out several capacity building activities to develop a closer connection between cultural heritage institutions (CHIs), minority cultural communities and Europeana.

Why have I been chosen to take part?

You are invited to participate in this study because you are a member of a cultural heritage community or associated with a cultural heritage institution that the project has identified as important to this study.

What are the benefits of taking part?

By participating in this project, you will be helping *WEAVE* to investigate the ways in which intangible cultural heritage (ICH) can be represented and transformed through digitisation. In particular, you will also be helping the project to form guidelines with a focus on the proper handling of ICH and working with vulnerable and marginalised communities in order to bring previously erased or hidden cultural histories to light, as well as to champion cultural communities in brokering new connections with cultural heritage institutions (CHIs).

Are there any risks associated with taking part?

This study has been reviewed and approved through Coventry University's formal research ethics procedure. There are no significant risks associated with participation.

Do I have to take part?

No – it is entirely up to you. If you do decide to take part, please keep this Information Sheet and complete the Informed Consent Form to show that you understand your rights in relation to the research, and that you are happy to participate. Please note down your participant number (which is on the Consent Form) and provide this to the lead researcher if you seek to withdraw from the study at a later date. You are free to withdraw your information from the project data set at any time. You should note that your data may be used in the production of formal research outputs (e.g. journal articles, conference papers, theses and reports) prior to this and so you are advised to contact the university at the earliest opportunity should you wish to withdraw from the study. To withdraw, please contact the lead researcher (contact details are provided below). Please also contact the Faculty Research Support Office (email researchproservices.fbl@coventry.ac.uk; telephone +44(0)2477658461) so that your request can be dealt with promptly in the event of the lead researcher's absence. You do not need to give a reason. A decision to withdraw, or not to take part, will not affect you in any way.

What will happen if I decide to take part?

Participation and contribution may take a variety of forms e.g. practical in-person or virtual (online) LabDay workshops where you will engage in open discussion related to WEAVE's research questions and test the WEAVE digital toolkit. Where activities are physical, please be assured that all COVID-19 protocol will be adhered to e.g. social distancing measures, ventilation, and that risk assessments have been undertaken and fully approved.

Data Protection and Confidentiality

Your data will be processed in accordance with the General Data Protection Regulation 2016 (GDPR) and the Data Protection Act 2018. All information collected about you will be kept strictly confidential. Unless they are fully anonymised in our records, your data will be referred to by a unique participant number rather than by name. If you consent to being audio and video recorded, all recordings will be destroyed once they have been transcribed. Video recordings including your image will only be used in the final films if we have written permission.

All electronic data will be stored on a password-protected computer file on the research portal of Coventry University (data may be temporarily stored on an encrypted laptop until such a time that it can be uploaded to this research password-protected computer file on the research portal of Coventry University). All paper records will be stored in a locked filing cabinet at the Centre for Dance Research. Your consent information will be kept separately from your responses in order to minimise risk in the event of a data breach. The lead researcher will take responsibility for data destruction and all collected data will be destroyed on or before 30th September 2027.

Data Protection Rights

Coventry University is a Data Controller for the information you provide. You have the right to access information held about you. Your right of access can be exercised in accordance with the General Data Protection Regulation and the Data Protection Act 2018. You also have other rights including rights of correction, erasure, objection, and data portability. For more details, including the right to lodge a complaint with the Information Commissioner's Office, please visit www.ico.org.uk. Questions, comments and requests about your personal data can also be sent to the University Data Protection Officer - enquiry.ipu@coventry.ac.uk

What will happen with the results of this study?

Further results of this study may be summarised in published articles, reports and presentations. Quotes or key findings will always be made anonymous in any formal outputs unless we have your prior and explicit written permission to attribute them to you by name.

Making a Complaint

If you are unhappy with any aspect of this research, please first contact the lead researcher, [Rosa Cisneros -ab4928@coventry.ac.uk]. If you still have concerns and wish to make a formal complaint, please write to

Contact details:

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In your letter please provide information about the research project, specify the name of the researcher and detail the nature of your complaint.