

## Participant Information Sheet

Project title:	[redacted]
Principal investigator:	[redacted]
Researcher collecting data:	[redacted]
Funder (if applicable):	[redacted]

This study was certified according to the Informatics Research Ethics Process, RT number [redacted]. Please take time to read the following information carefully. You should keep this page for your records.

### Who are the researchers?

[redacted]

### What is the purpose of the study?

The study will carry out participatory design of an online course on data visualisation targeted at professionals (i.e., with work experience beyond study). The overall aim is to ensure the course meets the needs of target participants. We aim to identify key learning goals of a range of participants based on their immediate and future needs for data visualisation at work, and current capability for working with and creating value via data visualisation. The study aims also to identify potential stumbling blocks to study in what will be a relatively short, intense period alongside work, to ensure effective, accessible support is provided to students. This will help us identify and manage factors likely to negatively impact performance or lead to dropout, and increase, rather, adoption of the skills acquired in data visualisation beyond the course.

### Why have I been asked to take part?

You have been invited to take part in the study because you volunteered to contribute to interviews, design workshops and/or focus groups prior to the course being held or at later stages during and after course delivery.



**Do I have to take part?**

No – participation is entirely up to you. You can withdraw from the study at any time, without giving a reason. You may also opt to take part in only some of the sessions you are invited to. Your rights will not be affected. If you wish to withdraw, contact the PI. We will stop using your data in any publications or presentations prepared after you have withdrawn consent. However, we will keep copies of your original consent and of your withdrawal request. Please note any data anonymised or aggregated with other data and results of analysis prior to any request for withdrawal will be maintained as the data anonymisation and processing procedure cannot be reversed.

**What will happen if I decide to take part?**

You will take part in at least one semi-structured interview, and may also be invited to take part in a follow-up interview, a workshop and/or a focus group. During the course brief reflection exercises will be used to provide a “journal” summarising learning and progression. Following course completion we will carry out a follow-up exercise to measure adoption of the skills and capabilities gained, along with more detailed feedback on the course experience.

Interviews will be guided by a set of questions, and adapted as required to your responses. While set up to take approximately 30min, interviews may extend to 1 hour, depending on the amount of detail you provide. Focus groups and workshops will involve discussions centred around hands-on exercises, and will last 1-2 hours. Written reflection exercises during the course will be restricted to no more than 200 words each, to be done at participants’ pace.

Interviews will be conducted using online video conferencing. Workshops and focus groups will be held in a virtual classroom environment.<sup>1</sup> Each session will be recorded using online meeting software and transcribed to facilitate data anonymisation and analysis.

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<sup>1</sup> Hands-on workshops were originally planned to take place in-person. However, the exceptional circumstances warranted by the current Novel coronavirus (Covid-19) outbreak require alternative arrangements to be made to facilitate group discussions and exercises.



### **Are there any risks associated with taking part?**

There are no significant risks associated with participation.

### **Are there any benefits associated with taking part?**

An indirect benefit associated with the design workshops is a preview of the hands-on sessions that will form part of the course. The information obtained from all sessions will contribute to adapting the course to suit (more general) participants' needs. The course team should also gain more insight into factors likely to lead to dropout, enabling measures to be put in place to more effectively manage these. These should both increase participants' confidence in benefits they would gain from the course and support to complete it successfully.

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

The results will feed in the first place into course design, to adapt delivery more closely to the requirements of working professionals.

We also plan to summarise the results in published articles, other reports and presentations. All data will be anonymised and/or aggregated prior to analysis.

Quotes or key findings used in publications will be anonymised and used sparingly: we will remove any information that could, in our assessment, allow anyone to identify you. With your consent, information may also be used for future research.

Your data may be archived for a minimum of 5 years, to allow documentation as part of a longitudinal study and feed lessons learnt in each run into subsequent sessions.

### **Data protection and confidentiality.**

Your data will be processed in accordance with Data Protection Law. All information collected about you will be kept strictly confidential. Your data will be referred to by a unique participant identity rather than by name. A separate log will be used to match your unique ID to contact data to allow communication for follow-up sessions and collate data across multiple sessions. Your personal data will only be viewed by the research team – [names redacted].



All electronic data will be stored on encrypted cloud storage services hosted by the University of Edinburgh (Microsoft Office 365 OneDrive and SharePoint), and accessed via password-protected computers. The data will also be backed up on the University's School of Informatics' secure file servers. All paper records will be stored in a locked filing cabinet in the PI's office. Your consent information will be kept separately from your responses in order to minimise risk.

### **What are my data protection rights?**

The University of Edinburgh 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 Data Protection Law. You also have other rights including rights of correction, erasure and objection. For more details, including the right to lodge a complaint with the Information Commissioner's Office, please visit [www.ico.org.uk](http://www.ico.org.uk). Questions, comments and requests about your personal data can also be sent to the University Data Protection Officer at [dpo@ed.ac.uk](mailto:dpo@ed.ac.uk).

### **Who can I contact?**

If you have any further questions about the study, please contact the lead researcher, [name redacted].

If you wish to make a complaint about the study, please contact [inf-ethics@inf.ed.ac.uk](mailto:inf-ethics@inf.ed.ac.uk). When you contact us, please provide the study title and detail the nature of your complaint.

### **Updated information.**

If the research project changes in any way, an updated Participant Information Sheet will be made available on <http://web.inf.ed.ac.uk/infweb/research/study-updates>.

### **Alternative formats.**

To request this document in an alternative format, such as large print or on coloured paper, please contact [name redacted].

### **General information.**



For general information about how we use your data, go to: [edin.ac/privacy-research](https://edin.ac/privacy-research).

