

Participant Information Sheet – Anonymous Research

Project background

The University of York would like to invite you to take part in the following project: [Next Generation Research Supervision Project \(RSVP\)](#); [Piloting Programme](#).

You are invited to take part in a pilot CPD intervention/workshop for Research Supervisors based on materials that have been developed by RSVP. The interventions will be delivered by your host institution on behalf of RSVP, and your institution has been recruited as a Practitioner Partner to RSVP to facilitate the piloting programme.

Before agreeing to take part, please read this information sheet carefully and let us know if anything is unclear or you would like further information.

What is the purpose of the project

This project is being undertaken by the [RSVP consortium](#), led by Dr Karen Clegg, member of the School of ACT, at the University of York. The RSVP consortium members are Coventry University, King's College London, the University of Nottingham, Sheffield Hallam University and the UK Council for Graduate Education.

The work is being conducted according to restrictions that have been subject to approval by the ACT Ethics committee. The Chair of the ACT Ethics committee can be contacted on ACT-ethics@york.ac.uk.

For this research project, we are interested in piloting Continuing Professional Development (CPD) resources for Doctoral Research Supervisors across a broad range of research degree contexts and disciplines. To this end, we have recruited a diverse mix of Higher Education (HE) Institutions, both national and international, which are the designated [RSVP Practitioner Partners](#) and who have volunteered to facilitate the delivery of the CPD resources to Doctoral Research Supervisors within their institutes and to collect feedback from participants. Your feedback as an attendee of a pilot CPD session will help to refine and improve the materials for future release to the HE sector.

For this project we are interested in understanding the relevance and effectiveness of the materials for supervisors in different contexts. The responses you provide to your local facilitator of the Pilot session will be aggregated and shared with the RSVP team anonymously to inform the further development of the CPD activity.

Your participation in this project will involve attending the Pilot CPD session hosted and facilitated by your institute and, on completion, providing answers to 5 short questions provided via the facilitator. Questions 1 - 4 relate to the content, format, relevance and your inclination to recommend the session, and are scored on a scale of 1 - 5. The fifth question

will be a free text format, allowing you to submit any other comments or observations on the session.

Your responses, which will be anonymous, will be collated by the facilitator, and used as part of the aggregated response submitted to RSVP for overall feedback on the session. As part of the wider feedback asked to be provided by the session facilitator, there will be questions relating to the overall mix of the participant cohort, including the general experience of the attendees (i.e. early career, experienced), research discipline or school/dept, how local recruitment to the CPD session was carried out and the mix of genders in the group.

Please note that to comply with the approved Ethics requirements of this work, we do not intend to discuss sensitive topics with you that could be potentially upsetting or distressing. If you have any concerns about the topics that may be covered in the research study, please raise these concerns with the researcher.

Your participation in this project is voluntary. If you wish, we will provide you with access to any summary reports, publications, or other forms of research dissemination. If you would like to receive access to these, you can indicate as such on the consent form.

Why have I been invited to take part?

You have been invited to take part because you are an academic member of your institute that is engaged with doctoral research supervision and because we are aiming to recruit a diverse group of participants, across discipline and research degree type, and we hope you might be interested in this work.

Do I have to take part?

No, participation is optional. If you do decide to take part, you will be given a copy of this information sheet for your records and will be asked to complete a participant consent form. If you change your mind at any point during the research activity, you will be able to withdraw your participation without having to provide a reason. To withdraw your participation you need to contact your local facilitator or administrator for the session and advise them that you will no longer be attending. You may also attend the CPD session and decline to provide feedback on completion. If you wish to withdraw any feedback you have submitted you need to contact the research lead, Dr Karen Clegg, within 7 days of your submission and your data and information will be disregarded during the feedback analysis and your raw data will be deleted.

How much time will it take?

CPD sessions will typically last between 60-120 minutes, but please check the specific details for your session with your local facilitator or the advertising materials made available.

The feedback survey on completion should take no more than 5 minutes to complete.

Will I be identified in any outputs?

No. Your participation in this research activity will be treated anonymously and you will not be identified in any outputs.

What are the risks and benefits of participating?

This study offers you the opportunity to share your views and experiences. Whilst we cannot promise any immediate benefits, potential long-term benefits of the study include a contribution to policy and practice around the transformation of doctoral supervision culture. We foresee only one risk; breaches of confidentiality. This has been carefully considered and will be mitigated for in the following way:

Data will be anonymised and aggregated as supplied to RSVP by your local institute. This means that it will not be possible to identify any individual contributions within the feedback data.

How will the information collected be used?

The feedback data will be used to assess the effectiveness and suitability of the CPD resources being developed. The data will be made available to the work package leads and the author(s) of the resources within the RSVP consortium, so that they can be used to update and refine the materials.

Individual participants will not be identified in any reports, presentations or publications arising from the project.

Privacy Notice

This section explains how personal data will be used by RSVP at the University of York.

For this project, the University of York is the [Data Controller](#). We are registered with the Information Commissioner's Office. [Our registration number](#) is Z4855807.

What is our legal basis for processing your data?

Privacy law (the UK General Data Protection Regulation (GDPR) and Data Protection Act 2018) requires us to have a legal reason to process your personal data. Our reason is we need it to perform a public task.¹

This is because the University has a public function, defined in [our charter and statutes](#), which includes carrying out research projects.² We need to use personal data in order to carry out this research project.

¹This refers to [UK GDPR Article 6 \(1\) \(e\)](#): processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

² [Our charter and statutes](#) states: 4.f. To provide instruction in such branches of learning as the University may think fit and to make provision for research and for the advancement and dissemination of knowledge in such manner as the University may determine.

Information about your health, ethnicity, sexual identity and other sensitive information is called ["special category" data](#). We have to have an additional legal reason to use this data, because it is sensitive. Our reason is that it is needed for research purposes.³ All research projects at the University follow our [research ethics policies](#).

Who do we share your data with?

The data supplied will not be shared beyond the RSVP consortium partners, who need access for the ongoing development of the CPD resources.

As well as this, we use computer software or systems to hold and manage data. Other companies only provide the software, system or storage. They are not allowed to use your data for their own reasons.

We have agreements in place when we share data. These agreements meet legal requirements to ensure your data is protected.

How do we keep your data secure?

The University is serious about keeping your data secure and protecting your rights to privacy. We don't ask you for data we don't need, and only give access to people who need to know. We think about security when planning projects, to make sure they work well. Our IT security team checks regularly to make sure we're taking the right steps. For more details see [our security webpages](#).

How do we transfer your data safely internationally?

If your data is stored or processed outside the UK, we follow legal requirements to make sure that the same level of privacy rules still apply.

How long will we keep your data?

The University has rules in place for [how long research data can be kept](#) when the research project is finished. Any personally identifiable information will be kept for a maximum of one year, and after this time an anonymised version will be kept. As this will be fully anonymous, it will not be possible to identify you in any way from this data.

What rights do you have in relation to your data?

[You have rights over your data](#). This sheet explains how you can stop participating in the study, and what will happen to your data if you do. This information is in the section 'Do I have to take part?'.

³This refers to [UK GDPR Article 9 \(2\) \(j\)](#): processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

If you want to get a copy of your data, or talk to us about any other rights, please contact us using the details below.

Questions or concerns

If you have any questions or concerns about how your data is being processed, please contact Dr Karen Clegg (karen.clegg@york.ac.uk) or Dr Tom Jackson (t.jackson@york.ac.uk)

If you have further questions, the University's Data Protection Officer can be contacted at dataprotection@york.ac.uk or by writing to: **Data Protection Officer, University of York, Heslington, York, YO10 5DD.**

Right to complain

If you are unhappy with how the University has handled your personal data, please contact our Data Protection Officer using the details above, so that we can try to put things right.

If you are unhappy with our response, you have a right to [complain to the Information Commissioner's Office](#). You can also contact the Information Commissioner's Office by post to **Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF** or by phone on **0303 123 1113**.

All University research is reviewed to ensure that participants are treated appropriately and their rights respected. This study was approved with research ethics number **ACT08092506**. Further information is available at [Research integrity and ethics - Staff home, University of York](#)

Research team details

Dr Karen Clegg
RSVP Co-Director & Principal
Investigator
University of York
karen.clegg@york.ac.uk

Dr Roisin Astell
RSVP Digital Resources
Developer
University of York
roisin.astell@york.ac.uk

Tom Jackson
RSVP Project Manager
University of York
t.jackson@york.ac.uk