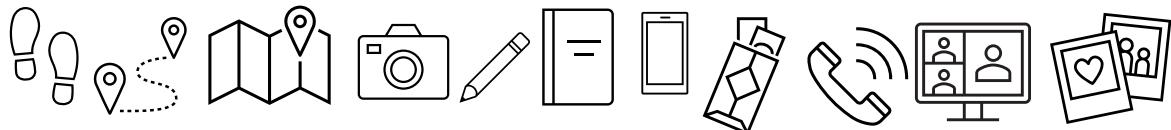


Information Sheet

(to read before signing the consent form)

Woolwich Wandering



Lizzie Fort
Dance Artist-Researcher-Educator
07881 508057
lizziecfort@gmail.com
Twitter @dizzfort Insta @lizzfort

Project background and information about being a research participant.

This Woolwich-based artistic research project conducted by Lizzie Fort (the "researcher") investigates the role and purpose of 'care' in the work of community dance artists. Lizzie is particularly interested in how walking and dancing might be considered as acts of care for people, places and spaces in Woolwich.

The official title of the academic research is "Caring and Sharing: Rethinking Community Dance as a Curatorial Practice"...but Lizzie's more snappy project title is "Woolwich Wandering."

Lizzie has designed the Woolwich Wandering project to take place in two phases and she is looking for Woolwich residents to participate.

All the research tasks take place in Woolwich and are being continually reviewed for Covid compliance.

- **Phase 1** takes place between March and May 2021 and involves the researcher finding out more about the people, places and spaces of Woolwich through creating walking routes/maps, photo journals, one-to-one and group conversations. All conversations will take place by phone or video call and will be audio-recorded.
- **Phase 2** takes place in 2022-2023 and involves the researcher facilitating a 12-18 month public project for Woolwich residents, that responds to the issues that have been raised in Phase 1.

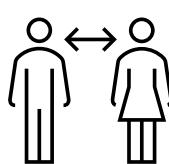
The participant consent form (enclosed) is for Phase 1 only.

Should you wish to take part in Phase 2, you can register your interest for this with Lizzie and you will be contacted nearer the time with a new consent form.

Creative research activities

There are two tasks to complete and submit to Lizzie. You will be provided with a participant activity pack with everything you need and you can complete the tasks in any order that you like.

Covid-safe delivery of participant activity pack



Packs have been prepared in a Covid-safe way. Lizzie will wear disposable gloves and a mask and wipe down items with antibac before packing. Packs will be quarantined for 72 hours before delivery to a pre-agreed outdoor place (this could be your front door or a public place) and time. Lizzie will wear a mask, disposable gloves and keep two-metres distance. Alternatively, packs will be posted.

Tasks

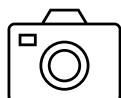


Task 1: Making a walk

Walking is something that many people have been doing during the Covid pandemic as a way of exercising and exploring local surroundings.

You are invited to create a walking route and/or map through Woolwich that includes spaces and places that you care about. This might highlight your story of Woolwich, past and present, and your thoughts on the future. This task can be undertaken in a variety of ways. You could:

- Step out of your front door and voice record an audio description of your walking route, stating the road names and significant locations, buildings, spaces and places along the way.
- Draw a map of the walking route on a big sheet of paper.
- Highlight a walking route on a printed map with annotations.
- Create your walk and phone the researcher to talk/walk her through it as its happening.
- Walk and take photos on your journey.



Task 2: Photo Journals

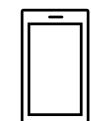
This task is a creative activity to find out more about your everyday life in Woolwich. You are invited to keep a seven-day photo journal which can be completed as follows:

- By hand using a notebook, pen and disposable camera that will be provided in participant activity packs (see page 2 for covid- safe delivery of packs). Photo development costs will be reimbursed.

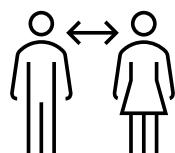


OR

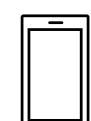
- Digitally, taking photos with your smart phone and typing some notes to accompany them. You could do this on WhatsApp and send your photos and journal entries via WhatsApp to Lizzie. Or you can choose another digital format that suits you better.



Submit your tasks safely to Lizzie



- **Sharing digital materials:** If you have completed the tasks using digital tools, you can share your tasks with Lizzie via email or WhatsApp.
- **Sharing hand-made materials:** Collection of hand-made materials will follow the Covid-safe procedure followed for delivery. Please place all the items in the sealed folder provided. You then contact Lizzie to arrange a time and outdoor place for collection. Lizzie will quarantine packs for 72 hours before opening them.



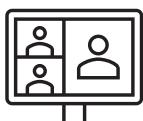
You can request to have your hand-made contributions back once the project is complete.

Follow up research activities



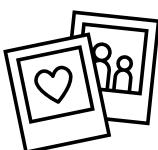
Conversation with Lizzie

You will be invited to take part in a conversation by phone or video call, about the photos in the journal, the walking route and why particular places are significant to you. This might involve sharing stories and memories with the researcher. It will last about 30 - 45 minutes and will be audio-recorded and relevant sections will be transcribed. You will have access to the transcript and will have an opportunity to change or withdraw any information that you have shared.



Group discussion with other participants

You will have the option to attend a virtual group discussion session lasting about one hour, with other Woolwich residents who have created walks, maps and journals. This discussion will involve talking about some of the themes, issues and topics that have come up. This session will be audio-recorded and relevant sections will be transcribed. You will have access to the transcript and will have an opportunity to change or withdraw any information that you have shared.

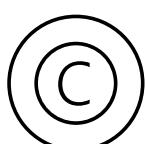


Group display of walks, maps and journals

If the group agrees, we will select key highlights from walks, maps and journals and create a visual display that will be exhibited online or in a public space in Woolwich; this is all dependent on the changing situation of the Covid pandemic and Government guidance.

What happens after Phase 1 is complete?

After Phase 1 is complete, Lizzie will look in detail at the contributions from all participants to find common themes and ideas. This will help her plan Phase 2, the public arts project due to take place in 2022. Lizzie will stay in touch with you and you will be invited to participate in this project too.



Copyright notice

You retain the copyright of your contributions and will be credited with your name, unless you opt to adopt a pseudonym or wish to remain anonymous. The researcher Lizzie Fort will use and exhibit your submitted tasks as part of her research, which might include but is not limited to online and print publication, publication via exhibition and via audio-visual presentations.

Lizzie Fort will always endeavour to retain the integrity of your contribution. She will use the following wording to credit the work:

© participant name 1, participant name 2 etc. / Lizzie Fort / part of Woolwich Wandering, 2021

You are free to exhibit and promote the project and its outputs if you wish, as long as you also use the above wording to credit the work.

Researcher contact details:

Elizabeth (Lizzie) Fort. School of Arts, University of Roehampton, Roehampton Lane, London SW15 5PU. University email: Forte1@roehampton.ac.uk / Mobile: 07881 508057

DATA PRIVACY NOTICE FOR RESEARCH PARTICIPANTS

Research Participants - How the University of Roehampton uses your personal data

Why have I been directed here or been given this form?

This statement explains how the University of Roehampton handles and uses personal data collected from research participants. This includes data collected directly from research participants or where the data has been received from a third party.

Who will process my personal data?

This statement applies to all research conducted by the University of Roehampton and its members.

What is the purpose of the personal data processing?

You will have been informed about the specific types of personal data that will be used in connection with the research project you are participating in, and the nature and purpose of the research project. You will have been informed of any data sharing with participating research institutions, transfers outside of the European Union, and any automated decision making that affects you.

In some cases, your data may have been shared with the University by another organisation for the purposes of conducting research. The University may also re-use personal data it already holds for the purposes of conducting new research. The University will only use personal data in this way where it is legally entitled to do so. In all cases, the University will normally contact you to give you details of the research unless this would be impossible or involve disproportionate effort, or would significantly undermine the research objectives.

The University may in exceptional circumstances release personal data to appropriate authorities without seeking the permission of or notifying the data subject, but will only do so in compliance with its legal obligations.

What is the legal basis of the processing?

In the majority of cases, your personal data (including, where appropriate, sensitive personal data) is used to carry out research, including scientific, historical and statistical research, in the public interest. Where the research is commercial in nature or funded by a private company, the legal basis for processing is likely to be legitimate interests. If the personal data being used for research purposes falls into one of the special categories of personal data, including criminal convictions data, the lawful basis will usually be that the processing is necessary for archiving purposes in the public interest, scientific or historical research purposes.

What are my rights as a data subject?

The General Data Protection Regulation and Data Protection Act 2018 provide exemptions for personal data processing in relation to research activities.

You have the right to opt-out of any further processing. If you do opt-out, your personal data may not be erased but will only be used in an anonymised form as part of the dataset. (Please note that this is separate to withdrawing your participation from the research project itself).

In accordance with accepted ethical standards, you will not be named in any published materials unless you have given your explicit permission for this to happen.

The University considers that other statutory rights held by personal data subjects do not apply where the personal data is being processed for the purposes of research. If you would like to request a copy of the personal data then you can contact the lead researcher. Where practicable, they will provide you with a copy of this data. However, they are under no obligation to do so.

How long is my information kept for?

Your data will be kept in accordance with the University of Roehampton's [Record Retention Schedule](#). Research data may be retained indefinitely in an anonymised form by researchers. The University may also reuse your personal data for a different research project. If it does, the University will make reasonable attempts to inform you about this reuse and its impact on your rights as a data subject.

Occasionally a researcher will leave the University and begin working for another organisation. In this case, your personal data may be transferred to the new organisation so that the research project can continue. If this happens, you should be provided with updated privacy information by the new organisation.

The University is committed to protecting all personal data for which it acts as a controller. Your information will be safely held on a secure system.

Who can I contact?

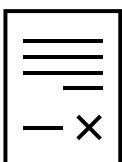
The University has a [Data Protection Policy](#) which sets out how personal data will be used across the whole University. Further information about data protection can also be found on the University's website. <https://www.roehampton.ac.uk/corporate-information/policies/>. If you would like to receive hard copies of any policies relating to Data Protection please contact the University Data Protection Officer.

If you would like to make a general query about how your data is being used as part of a research project, you should contact the researcher whose details you will already have been provided with.

If you would like to make any further enquiries or raise any concerns with respect to your personal data, or your rights as a data subject, you can contact the University's Data Protection Officer, Alison Bainbridge, at a.bainbridge@roehampton.ac.uk.

How do I complain?

If you have any concerns about the University's handling of your personal data, you have the right to make a complaint about to the Information Commissioner's Office and can do so at <http://ico.org.uk/concerns/>.



Where to next? ...The Consent Form