

## Information Sheet v1.08

### One-on-One Data Exploration Session

#### Introduction

You are being invited to participate in a research study involving a number of one-on-one meetings. You've been invited because you are known to the research team or because you responded to an advertisement or have previously helped with this research. This information sheet will provide you with information to help you decide whether or not you wish to take part, before you sign our consent form. Please read carefully and discuss with others if you wish before making your decision. Even if you agree to take part, you will be free to withdraw at any time, even without stating a reason.

The study will involve two parts, of which this information sheet describes the second part:

1. One on One Interview/GDPR Clinic: This is to understand a little about your digital life and to help you to request copies of your own data using GDPR (1-2 hrs)
2. **One on One Explore your data session: Exploring your own data (~1-2 hrs)**

#### What is the purpose of this study?

My name is XXXXX, and I am XXXXXXXX. For this study I want to meet individuals like you to understand how you use data in your everyday life, and to explore how your life could be improved with better access and better interfaces to your own data.

In this session the main purpose is to give you the opportunity to make sense of, and explore, the data that you receive back from digital service providers. We hope to gain an understanding of how you feel about your powers and rights having seen this data that you do not normally see.

#### What will I be asked to do?

You will be invited to a one-on-one "data exploration" session during which you will load up the data you have retrieved from service providers into a piece of software we have created that will help you to explore it. No copies of your retrieved personal data will be kept or recorded by the research team. During this session you will be invited to complete a few tasks and answer questions about your thoughts and experiences of looking at the data. In order to respect your privacy, you will view the data using a special privacy monitor so that only you can see the data. It will be up to you to choose which parts (if any) you show to the researcher, and you will be free to ask the researcher to look away from the screen at any time. You will be free to keep your data and a copy of the software afterwards.

#### How much time will it take?

This session will take between 1-2 hours, depending on how much data is returned. The total amount of your time taken across the entire study engagement will be less than four hours, spread over a two-month period. Times will be arranged at your convenience, to fit your availability. If you have busy periods, we can avoid them!

## What are the benefits of taking part?

You will be helping with important research in the highly topical area of personal data access, which could identify ways in which digital service providers can give more power to users by giving them better abilities to interact with their data. Additionally, you will learn how to retrieve your own data using your GDPR rights, and you will get to explore what data is stored about you by some of the companies and organisations you use. We will aim for the sessions to be interesting, light-hearted and fun! Participants will be reimbursed for their time with Amazon gift vouchers worth £10 for each part of the study completed, so that is £20 if you take part in both parts of the study described here. Alternatives are available.

## How will risks be minimised?

In this explore your data session we have identified the primary risk relates to the handling of your personal data. With that in mind, the study has been carefully designed to minimise the risk of your data being mishandled such that your privacy is protected and your data is kept safe. Although you retrieve your personal data from companies, it is not directly handled by the research team. The only data we are interested in examining for this study is the recordings and transcripts of our interviews and focus group sessions. You will make GDPR requests using your own email addresses, and all loading and examining of data will be done either on your own machine or on a netbook provided by us, which will be cleared after use, in your presence. When viewing your data using our software, no information gets stored online or collected. The researcher will not watch everything you do, nor would he be able to without your consent as a special privacy monitor will be used. You will be able to choose which parts (if any) to actively share with him, you are free to ask him to look away at any time. He will also be bound to keep confidential anything he learns from viewing the parts of your data you choose to show him. After the data exploration sessions, it will up to you whether to keep your data. We will guide you through safely deleting it, or will provide guidance on how to keep it safe. As with the whole of this study, there are no physical risks, and we do not anticipate any emotional risks. You are free to refuse to answer any question or to ask us to stop a discussion or activity. In all cases you do not have to give a reason. The only other risks from participation would be the same as you would encounter in everyday life or being in a public place. We will try to make your participation stress-free and safe.

## Will my taking part in this study be kept confidential?

Yes. All information that is collected about you during the course of this research, which might include our notes, things you write down or make during our meetings, and audio recordings of our interactions, will be kept strictly confidential. This data – only what you say, not the data you get back from companies – will only be shared with the minimal number of researchers in XXXXXX required for the completion of the research. Any information or quotes that are published in our research output will be anonymised before sharing, so that you cannot be identified. All data will be kept on our secure servers at XXXXXXXXXX. Metadata describing data from this research, including metadata about your personal data, will be made publicly available. You will not be identifiable through this metadata, and your data will only be shared with others where they agree to the conditions of this consent. For this purpose, your research metadata and will be stored for a minimum of 10 years from last request for access under public funding regulations.

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

The ideas, insights and designs arising from your participation will be used in academic papers and potential future software designs. Should you wish to learn more about any findings from the study has finished, you can contact us at any time.

## Can I leave the study?

You are free to leave the study at any time, without giving a reason. If you do, we will ask you if you would like all your research data (recordings and transcripts of what you have said) to be deleted. We will follow your instruction and only use your research data if you do not instruct us to delete it.

## Contacts for further information

If you have any questions, please contact XXXXXX.