

## Summary of this Participant Information Sheet

This Participant Information Sheet explains a research project exploring how people's stories about local places are shared, remembered, and kept alive within a community.

Taking part is completely voluntary.

If you choose to take part, you may be invited to share your experiences of places that matter to you, either through a recorded conversation or by submitting a short piece of writing. You are always in control of what you share, how much detail you include, and how your contribution may be used.

Some parts of the research involve creative and public outputs, such as exhibitions or long-term oral history archiving. These uses are **optional** and will only happen if you give clear, separate consent. You will be able to choose whether your contribution is anonymous, uses a pseudonym, or is attributed to you by name.

### **This document explains:**

- what taking part involves
- how recordings and written material may be used
- how your information will be stored and protected
- how long data is kept
- your right to withdraw and the limits of withdrawal once material is publicly shared or archived

Please take time to read the full information carefully. You are encouraged to ask questions before deciding whether to take part.

**Rebecca Burns**, PhD student

Email: [burr1\\_25@uni.worc.ac.uk](mailto:burr1_25@uni.worc.ac.uk)



**PARTICIPANT INFORMATION SHEET AND PRIVACY NOTICE**

**TITLE OF PROJECT:** *Oracle of Place: Creative Tools for Keeping Community Knowledge Alive*

**VERSION NUMBER:** *V1*

**DATE:** *January 2026*

This research has been approved by the **Education Culture and Society Research Ethics Panel** in line with the University's Research Ethics Policy. *[include REP reference number once ethical approval has been given]*

## **Invitation**

I would like to invite you to take part in a research project.

Before you decide whether to take part, it is important that you understand why the research is being done, what it will involve for you, what information I will ask from you, and what I will do with that information.

Please take time to read the following information carefully. Thank you for reading.

## **What is the purpose of the research?**

This research explores how people's stories about local places such as streets, routes, landmarks, shops, and meeting points serve as a form of community knowledge.

In many communities, important knowledge about place is carried through personal memory, everyday storytelling, and shared experience rather than formal records. This study looks at how creative approaches can help this kind of knowledge remain active, meaningful, and connected to the land and community over time, rather than becoming forgotten once a project ends.

The research forms part of a PhD at the University of Worcester and focuses on the town of Kington, Herefordshire.

## Who is undertaking the research?

Name: Rebecca Burns

Position: PhD Student

Role on the project: Lead researcher

## Why have I been invited to take part?

You have been invited because you are an adult (18+) with personal experience of, or a connection to, Kington and its everyday places and have expressed an interest in being involved..

I hope to recruit upto *30 people* for this study.

## Do I have to take part?

No. It is up to you to decide whether or not you want to take part in this study.

Your participation is entirely voluntary.

It is important that you can give your informed consent before taking part in this study. You will have the opportunity to ask questions about the research before you provide your consent.

## What will happen if I agree to take part?

There are two ways you may take part. You can choose one or both.

### Option 1: Oral history interview

If you choose to take part in an interview:

- You will be invited to take part in a one-to-one conversation lasting approximately 30–60 minutes
- The interview will focus on your experiences of local places and what they mean to you
- You can choose where the interview takes place (in person or online)
- The interview will be audio recorded, with your consent, so it can be transcribed accurately
- You control what you share and can pause or stop the interview at any time

## Option 2: Written story submission

You may also choose to submit a written story via the project website ([www.TheOracleOfPlace.com](http://www.TheOracleOfPlace.com)):

- This involves sharing a short piece of writing about a place that matters to you
- You choose what you share and how much detail to include
- Before submitting, you will be asked to give consent and choose how your contribution is credited (anonymous, pseudonym, or named)

## Will I be recorded and how will the recordings be used?

With your consent, interviews will be audio recorded to produce an accurate transcript.

Recording method:

- **For in-person interviews:** Audio-only recording will be used (no video)
- **For online interviews via Microsoft Teams:** Teams records both audio and video by default. However, you can turn off your camera before the recording begins, which means only audio will be recorded. If you choose to keep your camera on during a Teams interview, the video component will be deleted within 24 hours and only the audio recording will be kept for research purposes.

You will be reminded of these options at the start of any Teams interview, and you can choose what you are comfortable with.

## Your choices about how your recording and story may be used

You will be able to choose, separately, whether you consent to any of the following uses:

### 1. Research use (standard)

The audio recording will be used to create a transcript and support research analysis.

The audio file and full transcript will be stored securely and accessed only by the researcher and, if necessary, the supervisory team.

### 2. Use in public-facing outputs (optional)

With your additional consent, selected extracts may be used in public outputs connected to the project (for example, a community exhibition or other creative outputs). You can choose:

- **Your voice:** short audio clips from the recording, or
- **Written quotation:** short extracts from the transcript, or
- **Anonymised retelling:** I (the researcher) would retell your story in a way that removes identifying details.

Before any extracts, clips, or retellings are used in public outputs, I will share the specific material proposed for use with you and ask for your confirmation before anything is published or displayed.

### **3. Archiving as part of oral history heritage (optional)**

With your additional consent, your interview may be offered for long-term preservation as part of an oral history heritage archive (for example, deposit with the British Library or another suitable repository).

If you choose this option, you will be given clear information about:

- what would be deposited (audio recording and/or transcript)
- whether your name is included, or whether it is anonymised/pseudonymised
- the access conditions (for example, open access, restricted access, or embargo for a period)

## **Can I take part without being recorded?**

Yes. You can choose not to be recorded and still take part in the conversation. In that case, the researcher will take written notes instead, and you can still choose whether any part of what you share is used in anonymised form.

## **Identifiability**

In a small-community setting, voices and specific place details can sometimes make people identifiable. This is why there are different levels of consent, and why you can choose anonymity options, request removal of certain details, or choose the “anonymised retelling” option instead of voice or direct quotes.

## **How can I withdraw from this study after agreeing to participate?**

You can withdraw from participating in the study during data collection at any time without giving a reason and without negative consequences.

### **If you take part in an interview**

- You may stop the interview at any point.
- ~~After the interview, you may ask for your audio recording and transcript to be withdrawn up until the point that the material is prepared for public use or archiving.~~

- After the interview, you may ask for your audio recording and transcript to be withdrawn up until September 2028. This is the anticipated submission date of the PhD, after which material will be in preparation for public use or archiving and it may no longer be possible to identify and remove individual contributions in full.
- This limit exists because, once material has been anonymised, edited, incorporated into creative outputs, deposited in an archive, or made publicly available, it may no longer be possible to identify and remove individual contributions in full.

If you request withdrawal before this point, your recording and transcript will be securely deleted and will not be used in the research.

If material has already been published or archived, complete withdrawal may not be possible. However, requests for removal, anonymisation, or restriction of access will be considered where technically feasible and ethically appropriate.

### **If you submit a written story**

- You may withdraw your submission at any time before it is published.
- After publication, removal may not always be possible, but requests for removal or anonymisation will be considered where feasible.

These limits are explained clearly so that you can make an informed decision about taking part.

If you wish to withdraw, you can do so by contacting me (the researcher) using the details provided in this information sheet.

If you wish to have your data withdrawn, please let me know.

## **What are the benefits for me in taking part?**

There may be no direct personal benefit.

However, many people find value in reflecting on their relationship with place and contributing to a shared community project. It is hoped that your participation will help build a deeper understanding of how place-based knowledge is held, shared, and sustained.

## **Are there any risks for me if I take part?**

This is a low-risk, non-clinical study.

Some people may find that talking about places connected to memory or change brings up emotions. If this happens:

- You can skip questions, take a break, or stop altogether
- You are never required to share anything you are uncomfortable with

In a small community, specific place details can sometimes make people identifiable. You will be informed about this and given choices around anonymity and how your contribution is shared.

## What information will you collect about me?

To participate in this research project, I will need to collect information that could identify you, called “personal information”. Specifically, I will need to collect information including:

- *Your name and contact details*
- *Audio recordings of interviews (if applicable)*
- *Written stories you choose to submit*
- *Your consent choices regarding anonymity or attribution*

I will use your personal data in the ways needed to conduct and analyse the research study.

The UK continues to be bound by the provisions of the General Data Protection Regulation which is now the “UK GDPR”. Under UK GDPR we are required to provide a justification (what is called a “legal basis”) in order to collect personal information. The legal basis for this project is “task carried out in the public interest”.

The University of Worcester acts as the “Data Controller” for personal data collected through its research projects and is subject to the UK GDPR and the Data Protection Act 2018. We are registered with the Information Commissioner’s Office and the contact details of our Data Protection Officer is [infoassurance@worc.ac.uk](mailto:infoassurance@worc.ac.uk)

For more on our approach to Information Assurance and Security visit:

<https://informationassurance.wp.worc.ac.uk/>

You can find out more about our approach to dealing with your personal information at:

<https://informationassurance.wp.worc.ac.uk/data-protection/privacy-notices/>.

You have certain rights in respect of the personal information the University holds about you. For more information about Individual Rights under GDPR and how you exercise them please visit:

<https://informationassurance.wp.worc.ac.uk/data-protection/requests-for-personal-data/>.

## Will my information be kept confidential?

**Yes.**

Your personal information will be kept strictly confidential. It will not be shared with anyone other than project supervisors or other members of the research team if applicable.

- Interview recordings and full transcripts will not be shared publicly
- You can choose whether any publicly shared material is anonymous, pseudonymised, or attributed
- Identifiable information is stored securely and separately from research materials

The exception to this is where you tell me something that indicates that you or someone else is at risk of harm. In this instance, I may need to share this information with others; however, I would inform you of this and discuss it with you before doing so.

During the project, all information will be stored securely in line with the University of Worcester's Policy for the Effective Management of Research Data and its Information Security Policy.

Specifically:

- Electronic data (including audio recordings, transcripts, written submissions, and consent records) will be stored on University-approved secure systems (the University OneDrive and SharePoint), protected by password access and two-factor authentication.
- Audio recordings are used to produce accurate transcripts. Recordings will be kept securely during the research and will not be shared publicly. Where recordings are no longer required for research or agreed heritage use, they will be securely deleted.
- Transcripts will be anonymised or pseudonymised as soon as practicable. Direct and indirect identifiers will be removed and replaced with a participant reference code.
- The link between participant identities and reference codes will be stored separately from research data in a secure location accessible only to the researcher.
- Personal contact details will be deleted once they are no longer required for the research, unless you have given explicit consent for longer-term retention (for example, in relation to oral history archiving).
- No research data will be stored on unencrypted personal devices or shared using non-secure platforms.

All data handling will comply with UK GDPR and University of Worcester data protection requirements.

## **What will happen to the results of the research project?**

The research will contribute to:

- A PhD thesis deposited with the University of Worcester
- Academic publications and presentations
- Creative outputs developed with the community

Any public use of participant material will follow your consent choices.

A summary of findings will be made available to participants.

## **How long will you keep my data for?**

At the completion of the research project, research data will be stored securely in an anonymised or pseudonymised format for a minimum period of 10 years, in line with the University of Worcester's Policy for the Effective Management of Research Data.

## **Personal identifiable information**

Your personal identifiable information (for example, your name and contact details) will be stored securely during the active research period and will be deleted once it is no longer required for the research, unless you have given specific consent for longer-term retention (for example, in relation to oral history archiving).

## **Research data used for analysis**

- Audio recordings and transcripts used for research analysis will be stored on University-approved secure systems.
- Identifying details will be removed from transcripts as soon as practicable and replaced with a participant reference code.
- Access to identifiable data will be restricted to the researcher and, where necessary, the supervisory team.

## **Archiving and future use (optional, with your consent)**

With your explicit consent, selected material may be deposited and archived as part of an oral history heritage collection (for example, with the British Library or another appropriate archive).

Where archiving takes place:

- You will be able to choose what form is archived (audio recording, transcript, or both).
- You will be able to choose whether material is anonymised, pseudonymised, or attributed.
- Access conditions (for example, open access, restricted access, or embargo for a period of time) will be determined by your consent choices and the archive's policies.

Archived oral history material may be preserved for long-term future research, learning, and public heritage purposes. This is different from research data storage and will only happen with your explicit agreement.

## Use in future research

With your consent, anonymised or pseudonymised transcripts may be used in future research studies or shared with other researchers for academic purposes. No identifiable data will be shared without your explicit permission.

The limits of withdrawal once material has been published or archived are explained elsewhere in this information sheet so that you can make an informed decision about participation.

### What happens next?

Please keep this information sheet.

If you would be interested in taking part, please contact me using the details below and I will be delighted to answer any further questions you have about the research.

### Our contact details are:

*Rebecca Burns*

*Email: [burr1\\_25@uni.worc.ac.uk](mailto:burr1_25@uni.worc.ac.uk)*

If you have any concerns about the project at this point or at any later date you may contact the researcher (contact as above) or you may contact the Supervisor:

*Dr, John Cussans*

*Email: [j.cussans@worc.ac.uk](mailto:j.cussans@worc.ac.uk)*

## Allegations of Research Misconduct

To view University of Worcester's Procedures for Dealing with Allegations of Research Misconduct please click [here](#). For information about who to contact please click [here](#).

### Thank you for taking the time to read this information.

If you would like to speak to an independent person who is not a member of the research team, please contact the University of Worcester, using the following details:

Michelle Jellis

Secretary to Health and Sciences Research and Education & Culture and Society Research Ethics Panels

University of Worcester  
Henwick Grove  
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WR2 6AJ  
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