

PARTICIPANT INFORMATION SHEET

PLAY THE CIRCULAR CITIZENS

You are being invited to take part in a research project. Before you decide whether or not to take part, it is important for you to understand why the research is being undertaken and what it will involve. Please take time to read the following information carefully and discuss it with others, if you wish.

Thank you for reading this.

1. What is the purpose of this research project?

This project aims to 1) identify the potential users to commercialise the Circular Families Game (hyperlink to <https://www.cardiff.ac.uk/research/explore/find-a-project/view/2587142-circular-families-game>) previously developed by the Researcher, 2) check how the game meets the specific needs of the potential users and 3) refine the game accordingly to reach the market for research impact.

2. Why have I been invited to take part?

You have been invited to take part because you have been identified as one of the most likely users of the game and we believe you can offer valuable input. We would like to identify the best potential user group, check how the game meets their needs and refine the game to improve the fit. We also hope this project will be of interest to you.

3. Do I have to take part?

No, your participation in this research project is entirely voluntary and it is up to you to decide whether or not to take part. If you decide to take part, we will discuss the research project with you and ask you to sign a consent form. If you decide not to take part, you do not have to explain your reasons and it will not affect your legal rights.

You are free to withdraw your consent to participate in the research project at any time, without giving a reason. If you choose to withdraw your consent after you have signed the consent form and/or after you have participated, in the case data has been captured in an anonymised format, or has already been anonymised (or published) at the point of withdrawal, deletion of this data will not be possible.

4. What will taking part involve?

If you agree to take part, you will be asked to reply to a questionnaire, take part in a focus group and play a revised version of the game in a session. These activities are planned between February and June 2025 and each of them will take a maximum of 3 hours of your time. The focus group and game session will involve you being recorded (audio/video/photograph).

5. Will I be paid for taking part?

Yes, you will be offered incentives (a voucher) to take part in each activity planned for participant involvement in the research project.

6. What are the possible benefits of taking part?

There will be no direct advantages or benefits to you from taking part, but your contribution will help us refine the game developed through previous research to ensure it fits the needs of the most likely users in order to be able to reach the market for research impact.

7. What are the possible risks of taking part?

We do not believe there are any specific risks associated with your participation in this project, but please contact us if you have any specific concerns.

8. Will my taking part in this research project be kept confidential?

All information collected from (or about) you during the research project will be kept confidential unless there are legal or exceptional circumstances that may require us to make specific disclosures e.g., in order to protect the safety and well-being of yourself or others or to report a crime. Any personal information you provide will be managed in accordance with data protection legislation. Please see ‘What will happen to my Personal Data?’ (below) for further information.

9. What will happen to my Personal Data?

Personal Data means any information relating to an identifiable living person who can be directly or indirectly identified from one or more identifiers or from factors specific to the individual. This may include information such as an individual's name, address, email address, identification number or online identifier.

By participating in this project, you will be providing us with some Personal Data, including name, surname and email address on the written consent form. If other identifiable information is being collected, researchers will ensure that this is limited to the information necessary to achieve the relevant purpose. Where possible, collected data will be anonymised by removing personal identifiers that may lead to an individual being identified. When anonymisation is not possible, personal data will be processed in such a way that the data can no longer be attributed to a specific data subject without the use of additional information. Such additional information will be kept separately and subject to technical and organizational measures to ensure non-attribution to an identified or identifiable individual. Personal Data collected in connection with the research project will be retained for a minimum period of 5 years after the end of the project or after publication of any findings based upon the data (whichever is later).

Cardiff University is the Data Controller for this project and is committed to respecting and protecting your Personal Data in accordance with your expectations and Data Protection legislation. Further information about Data Protection, including:

- your rights
- the University's Data Protection Policy and broad data management principles; and
- how to contact the University's Data Protection Officer and/or the Information Commissioner's Office

can be found at <https://www.cardiff.ac.uk/public-information/policies-and-procedures/data-protection>. The University's overarching Data Protection Notice for research participants is available at <https://www.cardiff.ac.uk/public-information/policies-and-procedures/data-protection/research-participants-data-protection-notice>. If you do not have access to the internet and/or otherwise require this information in another format, please let us know.

In accordance with Data Protection legislation, we are required to inform you of our lawful basis for collecting and processing your Personal Data. The lawful basis we are relying on as part of the research project is [article 6(1)(e) of the UK GDPR, namely that the processing of your Personal Data is necessary for the performance of our public task.

Cardiff University will need to share your name, surname and email address with the service supplier for the purposes of this research project.

After the end of the project (31 July 2025), the research team will de-identify the Personal Data it has collected from, or about, you in connection with this research project, with the exception of your consent form. Your consent form and any other personally identifiable information which must be retained will be retained securely for 5 years and may be accessed by members of the research team and, where necessary, by members of the University's governance and audit teams or by regulatory authorities.

As referenced in Section 3 above, if you choose to withdraw from this project after you have signed the consent form and/or after you have participated, in the case data has been captured in an anonymised format, or has already been anonymised (or published) at the point of withdrawal, deletion of this data will not be possible.

10. What happens to the data and results at the end of the research project?

Anonymized data will be made publicly available through publications, and pseudonymised data will be securely stored for future research on the product that may be using the data. Any Personal Data will be removed before any form of sharing takes place, where this is the case.

All de-identified data and information will be kept for a minimum of 5 years but they may be published in support of the research project and/or retained indefinitely, where it is likely to have continuing value for research purposes.

It is our intention to publish the results of this research project in academic journals or other similar forums and to present findings at conferences. The results are likely to be published and made open access providing online access that is free of charge to the user and is reusable.

Participants will not be identified in any write-up, report, publication or presentation arising from this project. There is also an intention to use verbatim quotes from participants in write-up, report, and publication, but participants will be not identifiable via such quotations.

11. What if there is a problem?

If you have any concerns about how you have been approached or treated during this research or if you otherwise wish to make a complaint, please contact Dr Marianna Marchesi in the first instance. If your concern or complaint is not addressed to your satisfaction, please contact Dr Tania Sharmin, Chair of the School Research Ethics Committee, email: SharminT@cardiff.ac.uk.

If you are harmed by taking part in this research project, there are no special compensation arrangements. If you are harmed due to someone's negligence, you may have grounds for legal action, but you may have to pay for it.

12. Who is leading and funding this research project?

The research is being led by Dr Marianna Marchesi at the Welsh School of Architecture at Cardiff University. The research is currently funded by the UKRI Economic and Social Research Council.

Cardiff University is committed to protecting the safety, rights and dignity of research participants and insists that all research conducted by its staff and students is underpinned by the highest ethical standards. Further information about Research Ethics and Research Integrity (good research practice) at Cardiff University can be found at <https://www.cardiff.ac.uk/research/our-research-environment/integrity-and-ethics>.

13. Who has reviewed this research project?

This research project has been reviewed by the [insert appropriate School Research Ethics Committee, Cardiff University/external ethics committee] and has been granted a favourable ethical opinion.

14. Further information and contact details

Should you have any questions relating to this research project, you may contact [me] [during normal working hours] using the details below:

Name: Dr Marianna Marchesi

Address: 1.26B Bute Building, King Edward VII Ave, Cardiff CF10 3NB, United Kingdom

Phone number: +44(0)2920870923

Email: marchesim@cardiff.ac.uk

Thank you for considering taking part in this research project. If you decide to participate, you will be given a copy of the Participant Information Sheet [and a signed consent form] to keep for your records.