

## **PARTICIPANT INFORMATION SHEET**

### **Seacroft Stories: Maps and Plans**

You are invited to take part in 'Seacroft Stories', a community history and archive project. Different activities will be on offer during the project to collect people's memories. During this activity you will be given a 'maps and plans' materials pack. You will be invited to add your stories and memories to a worksheet.

Before you decide whether or not to take part, we would like you to understand why the project is taking place and what it would involve for you. Talk to others about the project if you wish. Please ask us questions if anything is unclear.

#### **Who is organising and funding the project?**

Jessica Hammett, a researcher based in the History Department at the University of Bristol, is leading the project. It is a collaboration between the researcher (Jessica Hammett), 'A Quiet Word' artists (Alison Andrews and Matthew Bellwood), Chapel FM and the West Yorkshire Archive Service. This project is funded by the Economic and Social Research Council. The project website is [www.seacroftstories.co.uk](http://www.seacroftstories.co.uk)

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

This project will collect people's memories of Seacroft for a new archive collection which will be deposited at the West Yorkshire Archive Service. The archives do not hold much material about life in Seacroft since the 1950s, and we want to address that gap by collecting personal accounts from past and present residents.

#### **What is involved? What will happen to me if I take part? What will I have to do?**

You will be invited to add your stories and memories to a worksheet. You can do the activities on the worksheet wherever you like. You can do them on your own or you can talk to other people. If you would like to give us your story, you can give us the original hard copy, we can take a photograph or scan, or you can send us a digital image.

#### **Why have I been invited to participate?**

Any past or present resident of Seacroft is invited to take part.

#### **Do I have to take part?**

It is up to you to decide whether you wish to participate in the project.

Before you give us your story, we will describe the project and go through this information sheet with you, and we will answer any questions you might have. If you agree to take part, we will then ask you to sign a consent form. You are free to withdraw at any time, without giving a reason and you can contact the researcher, Jessica Hammett, or the West Yorkshire Archive Service using the contact details above.

Please note that if you ask for your story to be anonymised, once this has happened it will not be possible to withdraw it from the archive. Stories will be anonymised on 1 January 2022. If your story appears in published work it cannot be withdrawn.

#### **What are the possible benefits of taking part?**

You may find the activities interesting, enjoyable and rewarding, and you will help to tell the story of Seacroft. A wide range of people will be able to access your story and the stories of other Seacroft residents in the West Yorkshire Archive Service and on the project website. This will improve general knowledge and understandings of housing estates and communities.

### **What are the possible disadvantages and risks involved in taking part in the project?**

This project is based on a small local area and that means there is a risk that you would be able to be identified even if your story is anonymised and a pseudonym is used. You can leave out things that might identify you and we can conceal your identity (for example, birthplace, age, current and former addresses, names of schools and employers, salary), but people who know you may still recognise your story.

There is also the risk that you might find the story you tell upsetting and the activities could bring back difficult memories. Sometimes this can come as a surprise. We give all participants information about local support services in case this is useful.

### **Will my participation in this project be kept confidential?**

If you take part in a project activity or event you can decide whether to give your story to the project and deposit it in the archive, or you might enjoy taking part but want to keep your story to yourself. You can choose whether to deposit your story with the West Yorkshire Archive Service, the UK Data Service (an online archive run by the Economic and Social Research Centre), and/or the project website.

You can decide if your story is anonymised. Please be aware that we can give you a pseudonym and conceal your identity, but people who know you may still recognise your story.

You can put an embargo on your data which means that it will be stored at the West Yorkshire Archive Service, but only made available to the public after a date that you specify.

Photographs and scans of material produced will be saved in .tiff format, written work will be saved as .docx files, and audio recordings will be saved as .wav files. These will be backed up onto the University of Bristol Research Data Storage Facility. Where hard copies of artistic or written material are collected, these will be photographed and then deposited securely at the West Yorkshire Archive Service. Material produced by participants will be kept separately to consent forms and if anonymity is requested these will not include any personal information.

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

There are a number of planned project outcomes. The 'Seacroft Stories' archive collection will be held permanently and will be free to view at the West Yorkshire Archive Service and as an online exhibition on the project website. The project will end during summer 2022 with an event in Seacroft, and stories may feature in academic publications.

'A Quiet Word' artists may also use contributions in future projects, but they will not hold copies of personal or confidential information.

You can choose if you do not want your story to be included in any of these outputs, or if you would like a pseudonym to be used.

You can add your contact details to the mailing list so that we can keep you up to date with the project. If you would rather not be added to the mailing list you can check the project website for updates:

[www.seacroftstories.co.uk](http://www.seacroftstories.co.uk)

### **Who has reviewed the project?**

The Arts Faculty Research Ethics Committee, University of Bristol

### **Further information and contact details**

Jessica Hammett: [jessica.hammett@bristol.ac.uk](mailto:jessica.hammett@bristol.ac.uk)

West Yorkshire Archive Service: [archives@wyjs.org.uk](mailto:archives@wyjs.org.uk) / 0113 535 0155

If you have any concerns related to your participation in this study, please direct them to the Faculty of Arts Research Ethics Committee, via the Research Governance Team: [research-governance@bristol.ac.uk](mailto:research-governance@bristol.ac.uk)