

# Participant Information Sheet

## Glossary of Terms and People

You: The individual partaking in the research.

Project Leader: Nathan Sykes, Me the person doing this research project.

Project Supervisor: Alex Corner, the person who will oversee the project from the university.

The project/study/research: Refers to the research project that you are taking part in

*Project team details are provided at the end.*

## Project Title

Streamlining Collaboration in Music Creation with a Band-focused Chat and File Sharing Platform.

## Legal basis for research for studies

The University undertakes research as part of its function for the community under its legal status. Data protection allows us to use personal data for research with appropriate safeguards in place under the legal basis of public tasks that are in the public interest. A full statement of your rights can be found at: [www.shu.ac.uk/about-this-website/privacy-policy/privacy-notices/privacy-notice-for-research](http://www.shu.ac.uk/about-this-website/privacy-policy/privacy-notices/privacy-notice-for-research). However, all University research is reviewed to ensure that participants are treated appropriately and their rights respected. This study was approved by the University's ethics approval process for undergraduate projects. Further information at: [www.shu.ac.uk/research/excellence/ethics-and-integrity](http://www.shu.ac.uk/research/excellence/ethics-and-integrity)

## Opening statement:

The aim of this project is to identify if music creation and collaboration can be streamlined by the use of a platform to upload, manage and chat about and make comments on demo tracks, new music ideas or any other form of media related to music creation, all housed in one centralized place.

## Why have you asked me to take part?

You have been selected because you have been identified as someone who is involved in music creation and/or the music industry in a way that the product of this research project could aid you.

This may have been through social media groups such as Facebook etc, or directly from the project leader.

Your use of the application, then resulting answers to the questionnaire will help to complete this project and potentially further improve the application should it be successful enough to continue with.

## Do I have to take part?

It is up to you to decide if you want to take part. A copy of the information provided here is yours to keep, along with the consent form if you do decide to take part. You can still decide to withdraw at any time without giving a reason, or you can decide not to answer a particular question.

## What will I be required to do?

Make use of the application for this project. You will have been provided with a link to where you can find it. You can use however much or little as you like. If possible please aim to use this within a group and discover and use as much of the functionality as possible. A guide will be provided outlining all functionality, and how to use it.

## Where will this take place?

Everything will take place fully online.

## How often will I have to take part, and for how long?

How long you use the application for is up to you, but it will be available for up to a week. I recommend using it over the course of a few days to experience as much of it as possible.

## Are there any possible risks or disadvantaged in taking part.

As is the nature of any web application, any data you input or upload to the application will be stored on external servers/storage and as such has the potential possibility to be leaked. The application has been built fully conforming to modern security standards, using secure cloud infrastructure, so the risk of this is minimal.

Should you wish not to take part due to this you can refuse to participate or withdraw participation at any time, and any data you entered up until that point will be deleted.

## What are the possible benefits of taking part?

By taking part in this study, you help discover if the proposed platform would be viable and successful. And if so the potential to use this project should it be released to the public after the conclusion of the study.

## When will I have the opportunity to discuss my participation?

Any data you enter into the questionnaire will be anonymised. Should you wish to, you can discuss your participation at any time with the project leader.

## Will anyone be able to connect me with what is recorded and reported?

Any data you enter into the questionnaire will be anonymised.

As the application will involve communication with others within it, any information shared with them while using the application will be your choice and responsibility. Any data entered into the application that is not explicitly shared with another user, will not be shared with anyone.

## Who will be responsible for all of the information when this study is over?

The project leader is responsible for any data entered into application or questionnaire.

Any data you enter into the questionnaire will be anonymised. Any data entered into the application will be deleted when study is completed.

## Who will have access to it?

The project leader will access to the application and any data you enter into as a system administrator but this data will not be accessed at any point without lawful reason.

The anonymised questionnaire data will be accessible to the project leader, the project supervisor and any person reading the final report.

## What will happen to the information when this study is over?

At the end of this study, any data you entered or files you uploaded will be securely and fully deleted.

The questionnaire data will be anonymised, most questions are multiple choice or yes no. Any free text questions will be anonymised and personal data removed. The raw inputs will be deleted once this is done.

## How will you use what you find out?

The final product of this study will be a report on whether or not the proposed platform would be successful in its intent to streamline the creation and collaboration of music creation.

## How long is the whole study likely to last?

The project will conclude on Thursday, 2 May 2024

## How can I find out about the results of the study?

There will be an optional input field on the questionnaire to enter contact details should you wish to read the final report once the study is completed.

Should the project and platform be successful it may potentially receive a public result some time after the project has completed.

## Research Team Details

Member:	Name	Contact Details
Project Leader/Researcher	Nathan Sykes	<a href="mailto:Nathan.Sykes@student.shu.ac.uk">Nathan.Sykes@student.shu.ac.uk</a> <a href="mailto:Nathan.Sykes1@hotmail.com">Nathan.Sykes1@hotmail.com</a> 07551428443
Project Supervisor	Alex Corner	<a href="mailto:Alex.Corner@shu.ac.uk">Alex.Corner@shu.ac.uk</a> <a href="https://www.shu.ac.uk/about-us/our-people/staff-profiles/alex-corner">https://www.shu.ac.uk/about-us/our-people/staff-profiles/alex-corner</a>

**You should contact the Data Protection Officer if:**

- you have a query about how your data is used by the University
- you would like to report a data security breach (e.g. if you think your personal data has been lost or disclosed inappropriately)
- you would like to complain about how the University has used your personal data

[DPO@shu.ac.uk](mailto:DPO@shu.ac.uk)

**You should contact the Head of Research Ethics (Dr Mayur Ranchordas) if:**

- you have concerns with how the research was undertaken or how you were treated

[ethicssupport@shu.ac.uk](mailto:ethicssupport@shu.ac.uk)

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