



**University of
Nottingham**
UK | CHINA | MALAYSIA

School of Computer Science

University of Nottingham

Section B. Information to be provided to research participants

PROJECT TITLE: Digital Habits, Productivity and Wellbeing in Remote Work and Study Environments

1. The research
a) Aims and objectives of the research
As part of my degree I am conducting interviews to gain insight into remote worker and student behaviours around well-being & productivity. I am doing this as part of my Human-Computer Interaction MSc degree at the University of Nottingham. This interview will focus on generating design recommendations for the prototype.
b) Funder information
N/A.
c) Governance
This research follow a standard protocol agreed by the School of Computer Science Research Ethics Committee (CS REC), SOP1.2 and has been reviewed by my project supervisor, Helena Webb.

2. Taking part in the research
In the interview I will ask you questions about your work or study habits, digital wellbeing, how you maintain productivity, and your experience with remote environments. This interview will be audio recorded so that I can analyse and report the feedback accurately (anonymously) in my project dissertation. This will take about 45-60 minutes in total, and can be done online via Microsoft Teams, Google Meet or in person at a mutually agreed location.

[No]: There will be no compensation provided for participation.

3. Risks of participation

a) Risks

There is always a risk of unauthorised access to data.

No other significant risks are anticipated.

b) Mitigation of risks

See section 5 for the measures we put in place to mitigate the risk of unauthorised access.

4. Purpose of data processing

a) Data collected

We collect the following categories of data during your participation in the research:

- Audio visual recordings of interviews
- Transcriptions
- Notes taken during the session

b) Specific purposes for which the data are processed

Data collected during the research that identifies you may be:

- Analysed to meet the aims and objectives described in Section 1.
- Reviewed and discussed in supervision sessions between researchers and their supervisors or in research meetings between members of the research team, including project partners.
- If audio recordings are collected during the research, these may be transcribed and **anonymous** quotations of your spoken words may be used in my written dissertation and associated presentations, as well as any future academic publications or presentations about my dissertation work.

c) Automated decision-making and profiling

N/A.

d) Legal basis for processing your data

We collect personal data under the terms of the University of Nottingham's Royal Charter and in our capacity as a teaching and research body to advance education and learning. We thus process your data on the legal basis that our research is in the public interest, we have legitimate interests and / or that you consent to data processing in freely and voluntarily participating in our research activities.

5. Storage and retention of your data
a) Data protection measures
<p>We put the following organisational and / or technical safeguards in place to protect your data and your identity to the best of our ability:</p> <ol style="list-style-type: none"> All data stored digitally will be encrypted and password protected and all physical data will be stored in a secure location. You will only be identified by a participant code. If video is collected (e.g. from recording an online session) then this will be deleted once the audio or transcript has been extracted. Interview recordings will be transcribed and the original recordings deleted. Any identifying comments will be removed from the transcripts, notes and questionnaire responses before analysis.
b) Retention period
<p>Data protection law allows us to retain personal data for an indefinite period and use it in future for public interest, scientific or historical research purposes or statistical purposes, subject to the implementation of technical and organisational measures that safeguard your data, your legal rights and your freedoms. These safeguards include the storage measures described above to protect your data against unauthorised access, and de-identification (anonymisation or pseudonymisation) of your data wherever possible and practicable. Data that identifies or could identify you will not be made public without your consent.</p>


6. Third party recipients, services and data transfers
a) Project partners
Your data will not be shared with others
b) Third-party services
N/A.
c) Data transfers
No: Your data will not be transferred outside the UK (or equivalently secure cloud hosting in the EU).

7. Your legal rights
Data protection rights (Data Protection Act 2018)
<p>You have the right:</p> <ul style="list-style-type: none"> To be informed about the collection and use of personal data (as per this document).

- To access and receive a copy of your personal data, and other supplementary information, on request.
- To object to and restrict data processing if you think we are not complying with data protection law, and to rectify inaccuracies.
- To be forgotten, i.e., to have your personal data erased.
- To data portability and to obtain your data in an accessible and machine-readable format if appropriate, or to transfer your data to another organisation if technically feasible.
- To complain to about the way we process your personal data to our ethics committee (cs-ethicsadmin@cs.nott.ac.uk), our Data Protection Officer (dpo@nottingham.ac.uk) or the Information Commissioner's Office (<https://ico.org.uk/make-a-complaint>).⁶

8. Your ethical rights	
a) Right to withdraw	
You have the right to withdraw from the research at any time without explanation. You also have the right to request that your data be deleted if you do withdraw. Please note that I will begin amalgamating and writing up the study findings from 1 st August . At that point I may not be able to remove (all) your data so I cannot guarantee that I will be able to fulfil a request to withdraw	
b) Handling of 'mixed' data	
If the data is 'mixed' data – i.e., if it involves other people (not including the researchers), e.g., a conversation or video of multi-party interaction – it cannot be deleted unless all parties request it. However, any mixed data involving you will be redacted wherever possible, with the exception of scientific works produced prior to your notification of withdrawal.	
c) Withdrawal procedure	
If you wish to withdraw, please notify psysb14@nottingham.ac.uk	
If you do not receive confirmation of withdrawal from the research, please email my supervisor, helena.webb@nottingham.ac.uk , or cs-ethicsadmin@cs.nott.ac.uk	

9. Consent to participate	
<p>a. I consent to participate in the research and my signature or mark confirms the following:</p> <ul style="list-style-type: none"> • I understand the aims and objectives of the research • I understand what the research requires me to do • I accept the risks of participation 	<p>Signature or mark:</p>

<ul style="list-style-type: none"> • I understand what data will be collected and the purposes for which the data will be used • I understand safeguards will be put in place to protect my data and my legal rights • I understand I will not be identified unless the use of identifiable data has been requested and I consent to it • I understand that I can withdraw at any time without explanation • I have been able to ask questions about the research, my participation, and my data and my questions have been answered satisfactorily • I agree to participate and my participation is voluntary 	
Name of participant(s)	
Date	18/07/25
Witness If participant(s) cannot sign	<i>In signing I confirm the participant(s) named above have been fully informed about the research, have been able to ask questions, and consent freely.</i>