School of Computer Science
University of Nottingham

University of Nottingham
UK | CHINA | MALAYSIA

PROJECT TITLE: Grow Your Own Adventure (at Middleton Primary School)

1. The research
a) Aims and objectives of the research
We want to know if digital technology – such as mobile apps – can help children to play, tell and make stories with their parents/carers. Between the 19th and the 23rd September your child will be doing a range of theatre and writing activities at school as part of their normal lessons. We have made a simple app/website that is based on the same story and characters. The app is mostly sound-based, so you listen to it, and you can control it using simple words or commands. The app gives you choices about what to do and may suggest things to do. We would like parents/carers to try out the app at home with their child/children. We would like you to let us know what you think about it. Then we can work out whether it is useful and how to make it better.
b) Funder information
This work is part of the *Horizon Co-production Campaign: Storytelling – grow your own Adventure* project, conducted at the University of Nottingham which is funded by UK Research and Innovation (UKRI) [grant EP/T022493/1].
c) Governance
This research has been approved by the School of Computer Science Research Ethics Committee (CS REC), ethics application ID ***insert ethics application ID once assigned***

2. Taking part in the research
We would like you and your children to try out this application together at home. We would like you to use it for at least 30 minutes, but if you use it for longer or several times that would be even better! It comes with a set of instructions to follow but you can contact Adrian Hazzard (email adrian.hazzard@nottingham.ac.uk) or Tom Lodge (email thomas.lodge@nottingham.ac.uk) if you have any problems. It runs in a web browser, either on a smart phone/tablet or on a laptop/desktop. Some browsers or handsets may not work – we have developed it in Google Chrome, so that is the best one to try.

3. Risks of participation
a) Risks
- There are no particular risks associated with this research. In the interview you or your children may divulge information that could identify you, but we will endeavour to strip all identifying information from the transcripts to keep your identities anonymous.   - There is always a risk of unauthorised access to data stored on encrypted University of Nottingham servers.
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:
- System logs: the application records basic information about how you use it, for example when and how often, and what choices you make. These logs do not capture any personal information and are therefore anonymous.
- Interview data: interviews will be audio recorded (for subsequent transcription and analysis). Video may also be recorded incidentally but this will be discarded once the audio is extracted.

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 scientific works, including presentations, reports and publications stored in databases and posted online, and in marketing materials that promote the research and its findings.
- If audio-video recordings are made during interviews then these will only be used to extract the audio (for transcription) and will then be deleted.

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

We put the following organisational and / or technical safeguards in place to protect your data and your identity to the best of our ability:

i) All data stored digitally will be encrypted and password protected and all physical data will be stored in a secure location.

ii) Participants will be given a participant number to anonymise the data. Any data captured that could identify a participant will consequently be identified by this number and not by any personal information.

iii) Interview recordings will be transcribed, and the original recordings will then deleted.

iv) Any personal information that might identify a participant will be removed from interview transcripts and researcher notes.

v) The app does not record any personally identifying information – just a random device number.

vi) The app uses on-device (in-browser) speech-to-text technology, so although it listens to audio some of the time this never leaves the device. The speech-to-text technology

recognises only a small set of standard keywords (about 10, e.g. "yes", "no", "one"), so there is no chance of sensitive information being recognised or recorded by the app.

b) Retention period

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.

6. Third party recipients, services and data transfers

a) Project partners

On this project we are working with some project partners, namely Sarah Valstar-West (participation specialist, Nottingham Playhouse) and Makers of Imaginary Worlds (who Making immersive & interactive experiences for young audiences). Your data will be discussed with these partners as part of project meetings, but copies of the data will not be shared or stored by them.

b) Third-party services

N/A

c) Data transfers

N/A

7. Your legal rights

Data protection rights (Data Protection Act 2018)

You have the right:

- 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). [*]

Joint authorship in copyright works (Copyright, Designs and Patents Act 1988)
N/A

8. Your ethical rights

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[*] Our DPO's postal address is Data Protection Officer, Legal Services, A5 Trent Building, University of Nottingham, University Park, Nottingham NG7 2RD.

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. However it is not possible to delete data from research publications once they have been accepted or published.
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 Adrian Hazzard, email adrian.hazzard@nottingham.ac.uk If you do not receive confirmation of withdrawal from the research, please email cs-ethicsadmin@cs.nott.ac.uk