

**Participant Information Sheet For Research Participants**

UCL Research Ethics Committee Approval ID Number: UCLIC/1415/001/Staff Brumby/Borghouts

Title of Study: Tasks, document and window management in the workplace

Department: UCL Interaction Centre

Name and Contact Details of the Researcher(s): Judith Borghouts; judith.borghouts.14@ucl.ac.uk

Name and Contact Details of the Principal Researcher: Dr. Duncan Brumby; brumby@cs.ucl.ac.uk

1. Invitation Paragraph

You are being invited to take part in a research project. Before you decide it is important for you to understand why the research is being done and what participation will involve. Please take time to read the following information carefully and discuss it with others if you wish. Ask us if there is anything that is not clear or if you would like more information. Take time to decide whether or not you wish to take part.

2. What is the project's purpose?

My research is interested in how participants manage multiple applications, websites, and computer windows as part of their work. For this study, I am particularly interested in administrative finance work, such as processing expense claims.

3. Why have I been chosen?

I am interested in talking with people who process expenses as part of their work. Twenty participants will be selected to take part in the study.

4. Do I have to take part?

It is up to you to decide whether or not to take part. If you choose not to participate, you won't incur any penalties or lose any benefits to which you might have been entitled. However, if you do decide to take part, you will be given this information sheet to keep and asked to sign a consent form. Even after agreeing to take part, you can still withdraw up to 4 weeks after the interview and without giving a reason. If you decide to withdraw you will be asked what you wish to happen to the data you have provided up to that point.

5. What will happen to me if I take part?

You will be interviewed about how you manage multiple computer windows as part of your work. In preparation for the interview, you will be asked to install ManicTime for two weeks. This is a time tracking application which shows information on your application and web usage. You are free to choose if, when and how often you look at the information, and can pause the application at any moment or keep it running for two weeks. It is important that you complete at least one task that involves processing expenses at any point in both the first and the second week. During the interview you will be asked about your experience of using the application. The interview should take no longer than 60 minutes, and can take place at any location that is convenient for you.

6. Will I be recorded and how will the recorded media be used?

The interview will be audio recorded, and recordings will be destroyed immediately following transcription.

The ManicTime application stores how much time you spend on each computer window, and does not log any input or content of computer windows. At the end of the interview, you will be asked to share your ManicTime database with the time tracking data. If the data contains any sensitive data, I will assist you to make necessary amendments, such as removing any (or all) names of applications and websites visited. The main focus of this study is how many windows are involved in office work, rather than what these particular windows are. All your data will be kept confidential and used for research purposes only, and will not be shared with anyone outside the research project.

To note: If you do not want your participation recorded or share your database, you can still take part in the study.

7. What are the possible disadvantages and risks of taking part?

There are no risks in taking part. No data will be made available to any commercial organisations or anyone outside the research project, and is solely the responsibility of the researcher undertaking this study.

8. What are the possible benefits of taking part?

Whilst there are no immediate benefits for those people participating in the project, it is hoped that this work will give insight into how people manage expenses work and what can be improved in the expenses systems involved.

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

All the information that we collect about you during the course of the research will be kept strictly confidential and will not be shared with anyone outside the research project.

10. What will happen to the results of the research project?

A summarised version of findings may be included in an academic paper, and upon request you can be given a copy to read and approve. Confidentiality and anonymity will be maintained, and it will not be possible to identify you from any publications. All data will be collected and stored in accordance with the Data Protection Act 1998.

Your data will be stored anonymously on a secured, password-protected computer for up to one year and will be destroyed immediately after this.

11. Data Protection Privacy Notice

The data controller for this project will be University College London (UCL). The UCL Data Protection Office provides oversight of UCL activities involving the processing of personal data, and can be contacted at data-protection@ucl.ac.uk. UCL's Data Protection Officer is Nico Preston and he can also be contacted at nico.preston@ucl.ac.uk.

Your personal data will be processed for the purposes outlined in this notice. The legal basis that would be used to process your personal data will be the provision of your consent. You can provide your consent for the use of your personal data in this project by completing the consent form that has been provided to you.

If you are concerned about how your personal data is being processed, please contact UCL in the first instance at data-protection@ucl.ac.uk. If you remain unsatisfied, you may wish to contact the Information Commissioner's Office (ICO). Contact details, and details of data subject rights, are available on the ICO website at: <https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/>

12. Who is organising and funding the research?

The research is funded by UCL.

16. Contact for further information

This research study is being undertaken by:

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Thank you for reading this information sheet and for considering to take part in this research study.