

Participant Information Sheet

Version: 1.1-I (04/02/2025)

Project title Transgender People's Experiences of Digital Technology in Wales

i What is this?

You are being invited to take part in a research project, this document contains information about this project that will help you make a decision about whether or not to take part; it details: why the research is being conducted, what your involvement will entail, and information about how your data will be used. It is important you read over this document first, so that your *informed* consent can be taken.

What is the purpose of the research?

This research project looks to record perceptions and feelings of transgender people around digital poverty in Wales to address a lack of understanding of disadvantage (or perhaps advantage) in relation to technology use. The case studies and derived definitions from this research are expected to be used by public, third-sector, charity, and radical practitioners to support transgender people in using technology in the way they see fit.

✓ Inclusion criteria

These are the criteria I am looking for in participants to take part in this research project

- You are transgender
- You are over the age of 18
- You are currently living in Wales

? What does transgender mean?

Transgender in this context is an umbrella term, and is used here to mean “not cisgender”; i.e., inclusive of many transgender, and non-binary gender identities. Similarly, there is no requirement to have any “formal” diagnoses of gender dysphoria or incongruence to take part in this research; the individual is the ultimate source of knowledge on their own gender.

Who is carrying out the research?

I am Genevieve Clifford (she/her and it/its), a transfeminine PhD student in Computer Science at Swansea University who is funded by the Welsh Graduate School for the Social Sciences. My PhD is supervised by Troy Astarte, Charlotte Jones, and Megan Venn-Wycherley.

While my supervisors have oversight of my PhD and its progress, only I will be undertaking research for this project. Contact details for myself and my supervisors can be found at the end of this document.

What happens if I agree to take part?

You will be invited to take part in an interview, the content of this interview will cover the themes laid out previously; I can provide the interview questions to you ahead of the interview. This interview will either take place online (over Microsoft Teams) or in-person (in the Computational Foundry, the building I work in on Swansea University's Bay Campus, or in a mutually-agreed meeting place); I can reimburse travel expenses.

Most interview sessions will last approximately 1 hour, at maximum this will be 2 hours if I have follow-up questions. Before the interview takes place, I will ask you to complete a consent form, this is a record of your understanding of the study and your assent to take part. I will also ask you verbally if you are happy to take part, and if you have any questions. The interview will be recorded for later transcription and analysis by me.

After the interview, I will provide you with a debrief sheet, which has information about reimbursement for your time and any expenses accrued, and support resources should you need them. I will also invite you to take part in interviewee transcript response, where you will have the opportunity to redact or change the transcript from our interview. I will be in touch to check in and ask for feedback.

Are there any risks associated with taking part?

The research has been approved by the Faculty of Science and Engineering Research Ethics Committee. While there are no significant risks of taking part in this study, the topic of interviews (around digital poverty) may retrigger past trauma. If you would like to see the interview questions ahead of time, please get in touch.

I want to reassure you that your participation is optional in this study, and the interview will only proceed if you are happy to, and at your own pace. Aside from uncomfortable topics of conversation, the interview session may be up to two hours long, and you may become physically or mentally tired; we can take a break at any point.

Data Protection and Confidentiality

The Law

Your data will be processed in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR). All information collected about you will be kept strictly confidential. Your data will only be viewed by the researcher/research team. Contact information for relevant persons and entities in and out of the university are provided at the end of this document.

All data collected from this study (recordings, transcripts, notes, and consent information) will be kept secure, below I detail how I will achieve this.

Interview recordings, transcripts, and notes

Interviews will either be recorded using my laptop (for those taking place over MS Teams), or on my dictaphone. I will encrypt data as soon as reasonably practicable, and place this on my university-provided cloud storage (MS OneDrive) where only I will have access to it. Where I cannot immediately securely transfer recordings from my dictaphone, it will be placed in a locked filing cabinet in my primary PhD supervisor's access-controlled office. I will anonymise

data following this, and invite you to take part in a process called interviewee transcript response.

Notes I take during interviews will be subject to the same anonymisation process.

i Anonymisation and Interviewee Transcript Response (ITR)

Anonymisation is a process which involves removing personally identifying information from data, such that it is not possible to identify the individual from the data held about them. In interviewee transcript response, I invite you to look back over your anonymised transcript, giving you the opportunity to redact or change parts of it. The procedure for this will be described to you in your debrief sheet.

! Limits of confidentiality

There are limits to what I can keep in strict confidence, in some scenarios I **must** report where I believe there are safeguarding concerns. This includes when I believe there is risk of abuse or neglect.

! Withdrawing from the study

At any point up to the scenario I detail next, it will be possible for you to withdraw from this study without penalty. While anonymising your data, I will temporarily store your data in such a way that means you can take part in ITR. I will be in touch with you approximately two weeks after the study concludes to invite you to take part in ITR. After you have taken part in ITR (or opt not to), I will delete the connection between your details and transcript. I will also assume you have opted out of ITR if I don't hear back from you within a month of inviting you to take part in ITR. **At this point it will not be possible for you to withdraw from the study!**

Consent information

Consent forms contain information that cannot be anonymised. Paper copies will be scanned and securely shredded; all completed forms will be encrypted and then uploaded to OneDrive.

What will happen to the information I provide?

The data collected in interviews, along with notes I have made will be analysed. The results of this analysis will be written up in my PhD thesis, and may form the basis of publications (journal articles, books, reports, and zines).

Is participation voluntary and what if I wish to later withdraw?

Your participation is entirely voluntary; you do not have to participate if you do not want to. If you decide to participate, but later wish to withdraw from the study, then you are free to withdraw, without giving a reason and without penalty. Please see the information box marked "Withdrawing from the study" on the previous page for time limits on withdrawing.

Data Protection Privacy Notice

The data controller for this project will be Swansea University. The University Data Protection Officer provides oversight of university activities involving the processing of personal data and can be contacted at the Vice Chancellor's Office.

Your personal data will be processed for the purposes outlined in this information sheet. Standard ethical procedures will involve you providing your consent to participate in this study by completing the consent form that has been provided to you.

The legal basis that we will rely on to process your personal data will be processing is necessary for the performance of a task carried out in the public interest. This public interest justification is approved by the Faculty of Science and Engineering Research Ethics Committee, Swansea University.

The legal basis that we will rely on to process special categories of data will be processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes.

How long will your information be held?

Your anonymised data will be held for 10 years, in line with Swansea University policy on data retention. Consent information will be retained for 3 years. My primary PhD supervisor (Troy Astarte) will take responsibility for data destruction.

What are your rights?

You have a right to access your personal information, to object to the processing of your personal information, to rectify, to erase, to restrict and to port your personal information. Please visit the University Data Protection webpages for further information in relation to your rights.

Any requests or objections should be made in writing to the University Data Protection Officer:

University Compliance Officer (FOI / DP), Vice-Chancellor's Office, Swansea University, Singleton Park, Swansea, SA2 8PP. Email: dataprotection@swansea.ac.uk

How to make a complaint

If you are unhappy with the way in which your personal data has been processed, you may in the first instance contact the University Data Protection Officer using the contact details above.

If you remain dissatisfied, then you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Website: <https://www.ico.org.uk>

What if I have further questions?

If you need to get in touch with me, my contact details are listed below. You can also talk to my PhD supervisors, Troy and Charlotte if you have any concerns with this project, or don't feel that I can respond appropriately.

Role	Name	Email	Telephone
Student	Genevieve Clifford	2004599@swansea.ac.uk	01792 604231
Supervisor	Troy Astarte	t.k.astarte@swansea.ac.uk	01792 602813
Supervisor	Charlotte Jones	charlotte.jones2@swansea.ac.uk	
Supervisor	Megan Venn-Wycherley	megan.venn-wycherley@swansea.ac.uk	