|  |  |  |
| --- | --- | --- |
| Participant Information Document | | |
| **Study title and researcher details** | | |
| **Project title** | Iona’s Namescape: Place-Names and their dynamics in Iona and its environs | |
| **Researcher** | Principal Investigator: Professor Thomas Owen Clancy (email: [arts-iona@glasgow.ac.uk](mailto:arts-iona@glasgow.ac.uk)) | |
| **Subject area** | Celtic & Gaelic (School of Humanities) | |
| **Invitation** | | |
| You are being invited to take part in a research study. Before you decide it is important for you to understand why the research is being done and what it 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. Thank you for reading this. | | |
| **What is the purpose of the study?** | | |
| This is a three-year project (October 2020–October 2023). The core objective of the project is a survey of the place-names of Iona and the nearby island of Staffa. This will be presented in the following forms: an interactive web resource (website: <https://iona-placenames.glasgow.ac.uk/>); a volume in the Survey of Scottish Place-Name series; a popular guide to the place-names of Iona and Staffa designed for visitors to the islands; an essay collection based on a project conference; and a series of academic articles relating to aspects of Iona’s namescape. | | |
| **Why have I been chosen?** | | |
| You have been invited to participate in this project as someone with a knowledge of the area and its place-names. We are inviting everyone with knowledge of the area and its place-names to participate. | | |
| **Do I have to take part?** | | |
| It is up to you to decide whether or not to take part. If you decide to take part, you are still free to withdraw at any time and without giving a reason. | | |
| **What will happen to me if I take part?** | | |
| We are inviting you to make your own place-name maps of the area using Google My Maps. If you have not used Google My Maps before, don’t worry. It is simple, provided you have a Google account. If you don’t have a Google account, don’t feel that you have to set one up to participate. Just contact us via the following email address (arts-iona@glasgow.ac.uk) and we will be happy to talk to you about you sharing your names with us in another way.  Here’s a step-by-step guide to the process:   1. Go to Google My Maps using this link. 2. Click ‘Get Started’ (if this options appears on your screen; if it doesn’t, jump to step 3). 3. Click ‘Create A New Map’ in the top left-hand corner of the screen. 4. Zoom into our area by double-clicking or using the Zoom toggle in the bottom right-hand corner of the screen.   Top tip: For accuracy, you may like to Zoom in on familiar places using a satellite view of the area. To do this, open the drop-down list next to ‘Base map’ and select the second map labelled ‘Satellite’.   1. To add a marker and label it with the name you use for the place, Zoom to the relevant place, click on ‘Add marker’ under the search box at the top of your screen and click on the map. A box will appear on your screen. In the first part of this box, type the place-name. In the second part of the box, feel free to add any other information that you have about the place-name, e.g. a description of the place or an associated story. You can also add an image or a video by clicking on the camera icon in the bottom right-hand corner of the box. 2. Save your entry and add as many other names as you like!   Top tip: The map saves automatically, so don’t worry about saving your progress as you go. You can close your window and return to the map at any time to edit it by returning to the Google My Maps homepage. You can also delete names by clicking on ‘Delete place’ (the bin icon) in the bottom right-hand corner of the box containing your place-name and description.   1. Share your map with us! Click ‘Share’ in the box in the top left-hand corner of the screen and give your map a name; you can also add a description if you wish. Next, make sure that we can gain access to your map by clicking the following option: ‘Anyone with this link can view’. Don’t worry about the second option ‘Let others search for and find this map on the internet’. It is not required. The third option – ‘Let others see your name and photo on this map’ – is optional. You are welcome to submit your map anonymously, if you prefer. Just let us know when you send us your map. To send us your map, enter your name and email address at the bottom of this page: <https://iona-placenames.glasgow.ac.uk/mymaps/>, then copy the link to your map and add it in the box titled ‘Add your link here’. By clicking ‘submit’ you acknowledge that you have read the Participant Information.   One last thing: we think that all place-names are interesting, no matter how big or small the feature they refer to or their language of origin, so please don’t be shy in including as many names on your maps as you’d like to share. They are all interesting to us.  How long you are involved in this research is entirely up to you. The research will come to an end in October 2023. | | |
| **Will my taking part in this study be kept confidential?** | | |
| Please note that assurances on confidentiality will be strictly adhered to unless evidence of wrongdoing or potential harm is uncovered. In such cases the University may be obliged to contact relevant statutory bodies/agencies. | | |
| **What will happen to the project data and the results of the research study?** | | |
| Use and storage of research data in the University of Glasgow reflects the institution’s educational/ research mission and its legal responsibilities in relation to both information security and scrutiny of researcher conduct. Under UK legislation (UK General Data Protection Regulation), the lawful basis for the processing of personal data is that the project constitutes a public task, and that any processing of special category data is ‘necessary for archiving purposes in the public interest, or scientific and historical research’. You have the right to access data relating to you or that you have provided and to object where you have reason to believe it has been misused or used for purposes other than those stated.  Project materials in both physical and electronic form will be treated as confidential and kept in secure storage (locked physical storage; appropriately encrypted, password-protected devices and University user accounts) at all times.  Your answers can be anonymous if you prefer. All other names and material likely to identify individuals will be redacted. You can withdraw from the project at any time without needing to give a reason. In this case all your contributions will be destroyed immediately. However, if materials are anonymised, they are no longer subject to General Data Protection Regulation. If you have chosen to participate on a named basis, you can ask to see pre-print drafts of any outputs. The cut-off date for the anonymisation of materials is 1 April 2023.  The material may be published in the project outputs mentioned above during the course of 2022 and 2023. The material may also be used in future publications related to the project, both print and online.  Data will be retained until 1 October 2033, after which time it will be destroyed. | | |
| **Who is organising and funding the research?** | | |
| The research is funded by the Arts and Humanities Research Council. | | |
| **Who has reviewed the study?** | | |
| Materials relating to the study have been reviewed and approved by members of the College of Arts Research Ethics panel. | | |
| **Application reference number**:  100180066 | | **Date of approval letter**:  16 January 2019 |
| **How can I access information relating to me or complain if I suspect information has been misused/ used for purposes other than I agreed to?** | | |
| You can contact the researcher or their supervisor in the first instance if you have any concerns. If you are not comfortable doing this, or if you have tried but don’t get a response or if the person in question appears to have left the University, you can contact the College of Arts Ethics Officer (email: [arts-ethics@glasgow.ac.uk](mailto:arts-ethics@glasgow.ac.uk)).  Where there appear to have been problems, you can – and indeed may be advised to – submit an ‘access request’ or an objection to the use of data. As part of the University’s obligations under UK General Data Protection Regulation (UK GDPR), participants retain the rights to access and objection with regard to the use of non-anonymised data for research purposes.   1. Access requests and objections can be submitted via the UofG online proforma accessible at: [https://www.gla.ac.uk/myglasgow/dpfoioffice/gdpr/gdprrequests/#](https://www.gla.ac.uk/myglasgow/dpfoioffice/gdpr/gdprrequests/). 2. Access requests and objection are formal procedures not because we mean to intimidate participants into not raising issues, but rather because the University is legally required to respond and address concerns. The system provides a clear point of contact, appropriate support and a clear set of responsibilities. 3. Anyone who submits a request will need to provide proof of their identity. Again, this is not to deter inquiries, but rather reflects the University’s duty to guard against fraudulent approaches that might result in data breaches. 4. You also have the right to lodge a complaint against the University regarding data protection issues with the Information Commissioner’s Office (<https://ico.org.uk/concerns/>). | | |

**Contact for Further Information**

Professor Thomas Owen Clancy (email: [arts-iona@glasgow.ac.uk](mailto:arts-iona@glasgow.ac.uk)).

If you (participants) have any concerns regarding the conduct of the research project you can contact the College of Arts Ethics Officer (email: [arts-ethics@glasgow.ac.uk](mailto:arts-ethics@glasgow.ac.uk)).