

Participant information sheet for *Tackling misinformation and disinformation for Scottish school librarians*

You are invited to take part in a research study. Before you decide whether to take part 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. Talk to others about the study if you wish. Contact us (see contact details below). if there is anything that is not clear or if you would like more information. Take time to decide whether you wish to take part.

1 What is the purpose of the study?

it is to understand the 'how, why and what could/should be' of Scottish school librarians' work to help pupils become better able to handle mis/disinformation.

2 Why have I been asked to take part?

Because you are a Scottish school librarian or a leader of a Scottish school library service.

3 Do I have to take part?

No, it's entirely up to you. If you decide to take part, please sign up via the online questionnaire. If you decide to take part, you are still free to withdraw at any time and without giving a reason.

4 What will happen if I take part?

If you agree to take part, you will be asked questions that will help answer the previously-mentioned research questions.

Only if you also volunteer for this, you may also be invited to take part in a focus group or interview, so richer data on the research topic can be gathered. They will be online via Teams. They will be led by Dr Bruce Ryan, a senior research fellow at Edinburgh Napier University. They will be video-recorded using Teams on an encrypted Napier laptop, but you can stay off-camera if you wish. Dr Ryan may also make notes during these. They will last for a maximum of 1 hour. Afterwards, recordings will be transcribed to create a typed record of what was said. Once transcriptions have been checked for accuracy, the recordings will be destroyed. Any outputs created as a result of this will be completely anonymised

If you later decide to withdraw from the study, you can request that your information is withdrawn from it up until the analysis is undertaken. You can request this by contacting Dr Bruce Ryan b.ryan@napier.ac.uk.

5 What are the possible benefits of taking part?

You will not get a direct benefit from taking part in the study, apart from possibly being able to meet with other school librarians, and encounter their ideas. However, there should be indirect benefits as a result of this research.

6 What are the possible disadvantages and risks of taking part?

We do not think that there are any disadvantages or risks.

7 Will my taking part in the study be kept confidential?

All personal identification information collected during the course of the research will be kept confidential and there are strict laws that safeguard your privacy at every stage. Your name and any other identifiable information will be removed from the data so that you cannot be recognised. Care will be taken to make sure that any data are non-identifiable if used in the presentation of findings. However, if you take part in a focus group, you and the other participants may get to know about each other.

8 What happens when the study is finished?

At the end of the research, the data you have provided will be stored once all personally identifiable data have been removed. The anonymised data may be made available to other researchers for further analysis once the results of the research have been published. This would only be after an official request, consideration of suitability for sharing, and subject to a data sharing agreement between Edinburgh Napier University and the researcher requesting the data. The anonymised data will be stored for at least 10 years.

9 What will happen to the results of the study?

The study will be written up as an article on the CILIPS website and a presentation to the CILIPS conference, then later in one or more articles in relevant academic journals. The findings may be used in advocacy by CILIPS and/or Dr Ryan. Anonymised quotes from interviews may be used in all of these.

10 Who is organising the research and why?

The principal investigator organising the study is Dr Bruce Ryan, a Senior Research Fellow at Edinburgh Napier University. Dr Ryan is an experienced researcher whose interests focus on information science, specifically information literacy.

11 Who has reviewed the study?

The study proposal has been reviewed by relevant staff at Edinburgh Napier University. If you have further questions about the study please contact Bruce Ryan, b.ryan@napier.ac.uk.

Privacy notice for *Tackling misinformation and disinformation for Scottish school librarians*

Provided as required by the UK Data Protection Act 2018 and UK General Data Regulation (UK-GDPR)

Name of research project: *Tackling misinformation and disinformation for Scottish school librarians*

Principle investigator/project contact: Bruce Ryan: b.ryan@napier.ac.uk

Data Controller	Edinburgh Napier University
Purposes for collection/processing	It is to understand the 'how, why and what could/should be' of Scottish school librarians' work to help pupils become better able to handle mis/disinformation.
Research project outputs	Direct quotations from interviews and/or focus groups may be used. All of these will be anonymised. They will be used in an article on the CILIPS website, a presentation to the CILIPS conference and in one or more academic articles. They may be used in later advocacy by CILIPS and Dr Ryan. The full set of completely anonymised data will be offered to Napier's repository.
Legal basis/es	Art 6(1)(e), performance of a task in the public interest/exercise of official duty vested in the Controller by Statutory Instrument No. 557 (S76) of 1993 as amended, e.g. for education and research purposes. Please note that we are not relying on consent as a basis for processing under the GDPR, and our legal basis for processing is therefore distinct from the research ethics-related use of consent in this study.
Is personal data shared with externally?	No personal data will be shared externally. It will only be available to the PI, Bruce Ryan.
How long is the information kept for?	Personal data will be retained up to a year after the end of the project (2024_05_01) to enable until any audit to verify the findings has been completed. Consent records may be retained up to 6 years from the end of the research project.
Will the data be used for any automated decision making	No

Is information transferred to a third country, outside the UK, EEA and not included in the adequate countries list.

No

This information is provided to supplement the University's main Privacy Notices and it is recommended that appropriate notices are reviewed to provide full information about how the University processes personal data.

You can access all the University's privacy notices using the following link: <https://staff.napier.ac.uk/services/governance-compliance/governance/DataProtection/Pages/statement.aspx>

You have a number of rights available to you with regards to what personal data of yours is held by the University and how it is processed – to find out more about your rights, how to make a request and who to contact if you have any further queries about Data Protection please see the information online using the following URL: <https://staff.napier.ac.uk/services/governance-compliance/governance/DataProtection/Pages/default.aspx>