Version: V1
Reference: 191170
Ethics ID: 53679
Date: 22/01/24

Bournemouth University

Participant Information Sheet

The title of the research project

"The Balancing Act: Promoting Wellbeing in the Events Industry through a Psychological Healthy Workplace"

Invitation to take part

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 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 unclear or if you would like more information. Take time to decide whether or not you wish to take part.

What is the purpose of the project?

With the events industry growing, event professionals are often faced with high pressure and long hours. Due to the operational aspect of the role, many well-being initiatives cannot be successful alongside an ever-changing, busy schedule. The purpose of this project is to create a framework for a healthy workplace that is tailored specially for event organisations.

Why have I been chosen?

You have been chosen to take part as you are 18+ and an event professional, with at least one year of experience in event management. You will have first-hand experience in both the planning and operational side of events. I will interview between 8-12 people.

Do I have to take part?

It is your decision to take part in this project. If you do decide to take part, you will be given this information sheet to keep and be asked to sign a participant agreement form. We want you to understand what participation involves, before you decide on whether to participate.

Can I change my mind about taking part?

Yes, you can stop participating in study activities at any time and without giving a reason.

If I change my mind, what happens to my information?

After you decide to withdraw from the study, we will not collect any further information from or about you. Once your interview is transcribed and anonymised you will no longer be able to withdraw it.

As regards to the information we have already collected before this point, your rights to access, change or move that information are limited. This is because we need to manage your information in specific ways in order for the research to be reliable and accurate. Further explanation about this is in the Personal Information section below.

What would taking part involve?
This project involves a 30 minute interview on Zoom, involving a series of questions relating to wellbeing and the events industry.

Will I be reimbursed for taking part?
You will not be reimbursed for the participation of this project.

What are the advantages and possible disadvantages or risks of taking part?
Whilst there are no immediate benefits for those people participating in the project, it is hoped that this work will influence better awareness surrounding wellbeing and mental health within the industry, alongside more wellbeing initiatives for those working in events.

Whilst we do anticipate any risks to you in taking part in this study, participants have the right to refuse to answer any question without giving a reason.

What type of information will be sought from me and why is the collection of this information relevant for achieving the research project's objectives?
The interview will be recorded and transcribed. Any information that includes any identifiable data will be anonymised within this project (if you wish to keep your camera on for the interview, the record function will not be used and only audio will be collected). The information collected within the interviews will include data that will be useful for developing an industry-specific well-being framework.

Will I be recorded, and how will the recorded media be used?
The audio recordings of your activities made during this research will be used only for analysis and the transcription of the recording(s) for illustration in conference presentations and lectures. No other use will be made of them without your written permission, and no one outside the project will be allowed access to the original recordings.

How will my information be managed?
Bournemouth University (BU) is the organisation with overall responsibility for this study and the Data Controller of your personal information, which means that we are responsible for looking after your information and using it appropriately. Research is a task that we perform in the public interest, as part of our core function as a university.

Undertaking this research study involves collecting and/or generating information about you. We manage research data strictly in accordance with:

- Ethical requirements and
- Current data protection laws. These control use of information about identifiable individuals, but do not apply to anonymous research data: "anonymous" means that we have either removed or not collected any pieces of data or links to other data which identify a specific person as the subject or source of a research result.

BU's Research Participant Privacy Notice sets out more information about how we fulfil our responsibilities as a data controller and about your rights as an individual under the data protection legislation. We ask you to read this Notice so that you can fully understand the basis on which we will process your personal information.

Research data will be used only for the purposes of the study or related uses identified in the Privacy Notice or this Information Sheet. To safeguard your rights in relation to your personal information, we will use the minimum personally-identifiable information possible and control access to that data as described below.

Security and access controls

BU will hold the information we collect about you in hard copy in a secure location and on a BU password protected secure network where held electronically.

Personal information which has not been anonymised will be accessed and used only by appropriate, authorised individuals and when this is necessary for the purposes of the research or another purpose identified in the Privacy Notice. This may include giving access to BU staff or others responsible for monitoring and/or audit of the study, who need to ensure that the research is complying with applicable regulations.

All data collected will be anonymised and will remain confidential.

Further use of your information

The information collected about you may be used in an anonymous form to support other research projects in the future and access to it in this form will not be restricted. It will not be possible for you to be identified from this data.

Keeping your information if you withdraw from the study

If you withdraw from active participation in the study we will keep information which we have already collected from or about you, if this has on-going relevance or value to the study. This may include your personal identifiable information. As explained above, your legal rights to access, change, delete or move this information are limited as we need to manage your information in specific ways in order for the research to be reliable and accurate. However, if

you have concerns about how this will affect you personally, you can raise these with the research team when you withdraw from the study.

You can find out more about your rights in relation to your data and how to raise queries or complaints in our Privacy Notice.

Retention of research data

Project governance documentation, including copies of signed **participant agreements**: we keep this documentation for a long period after completion of the research, so that we have records of how we conducted the research and who took part. The only personal information in this documentation will be your name and signature, and we will not be able to link this to any anonymised research results.

Research results:
As described above, during the course of the study we will anonymise the information we have collected information about you as an individual. This means that we will not hold your personal information in identifiable form after we have completed the research activities.

Contact for further information

If you have any questions or would like further information, please contact Shaina Baines at s5309467@bournemouth.ac.uk.

In case of complaints
Any concerns about the study should be directed to Lucy Sheppard–Marks at lhsheppardmarks@bournemouth.ac.uk . If your concerns have not been answered by Lucy, you should contact Dr Lee Miles at lmiles@bournemouth.ac.uk, Bournemouth University, by email to researchgovernance@bournemouth.ac.uk.

Finally

If you decide to take part, you will be given a copy of the information sheet and a signed participant agreement form to keep.

Thank you for considering taking part in this research project.