

Parent/Guardian Information Sheet and Participant Consent Form

## Mini Musicians Part 2 - 'Echo Sing'

**Title of research project:** Mini Musicians Part 2 – Echo Sing

### Overview

Building on the success of the 'Mini Musicians' project ([www.mmf.org.uk/mini-musicians](http://www.mmf.org.uk/mini-musicians)), we are working on a new online music assessment tool for children in Key Stage 1 classes. The tool is made up of a series of short, interactive musical games for children. The online games allow teachers to identify pupil's levels of musical development accurately. The results will enable teachers to make sure each pupil is taught music at the right level to suit their individual abilities and needs. Merton Music Foundation is working with London Borough of Merton, The University of Roehampton and Anglia Ruskin University to deliver this project.

Your child's school has agreed to participate in the pilot research study to test the new online assessment tool. Researchers will need access to data from pupils. These organisations require your consent for several purposes:

1. to access your child/children's personal data,
2. to take video/audio recordings of your child/children at school to support the research study.
3. to allow the organisations' to use audios/videos taken as part of the project of your child/children to communicate the work of the programme and share the findings of the research.

This form contains the full details of the project.

### What Does the Study Involve?

Your child will be asked to play the online musical games in a session supervised by specialist music practitioner from Merton Music Foundation or the University of Roehampton. During the session they will complete a series of musical tasks that will be assessed by an online tool. Their performance in these musical tasks will be video/audio recorded and manually assessed by an expert practitioner. The manual assessment results will be compared against the automated coding within the online assessment tools, which help to determine the accuracy of the tools in assessing learners' musical development level.

### What Does the Project Involve?

All children will participate in one session of the online musical games lasting about 15 minutes. They will be accompanied by a specialist music practitioner from Merton Music Foundation or the University of Roehampton during the session. Children can choose to stop playing the games at any time. The results of the online musical assessment will only be used for the purpose of reviewing if the online tool is accurate in predicting the level of musical development for each child. Children will also be asked a few questions about how they felt about playing the games by the specialist music practitioner or a researcher from the University of Roehampton.

### Why We Need Your Consent

To complete the study, the University of Roehampton requires access to your child's personal information as well as audio/video observations of the musical games research purposes.

We are also asking separately for your consent to allow the use audio/video recordings made of your child during the assessments for communication purposes once the programme has ended (your child's face will be blurred and their name removed in any materials that are shared for this purpose).

### **How Data Will Be Stored and Used**

Video/audio recordings will be made on secure designated devices. Data will then be securely transferred to secure cloud based servers and deleted from the devices once assessment has taken place.

Your child's personal data will be pseudonymised, meaning that the child's identifying personal details such as their name will be removed from the dataset. A separate 'key' will be maintained to allow researchers to match children's data with video/audio observations to enable an assessment of the accuracy of the online assessment tool. These pseudonymised video and audio recordings (with faces blurred and names removed) may also be used by the researchers when communicating their research findings at conferences, in academic journals and in practitioner journals, on social media and via their website. These materials will bear no reference to a participant's name and their faces will be blurred.

### **What Data Will Be Collected?**

Personal Information: child's age, gender, ethnicity, Free School Meal status and whether they speak English as an additional language.

### **Data Retention**

Pseudonymised pupil data and audios/videos gathered for the purpose of the research study will be retained by The University of Roehampton for a period of 10 years after the end of the project and then will be permanently deleted or fully anonymised. This completed consent form will be held for a period of 6 years after the end of the project and then destroyed.

### **Research Findings**

The findings of this research may be published in academic journals, shared with Merton schools, publicised online via Merton Music Foundation, The University of Roehampton, Merton Council websites and presented at conferences, such as the Music Mark Conference.

If you have any further questions about the project, please do not hesitate to contact Adam Ockelford on [A.ockelford@roehampton.ac.uk](mailto:A.ockelford@roehampton.ac.uk).

### **Investigator contact details:**

Professor Adam Ockelford  
School of Education  
Room 135, Queens Building,  
Southlands College  
[A.Ockelford@roehampton.ac.uk](mailto:A.Ockelford@roehampton.ac.uk)  
+44 (0)20 8392 3701

### **Dean of School/ Faculty contact details:**

Professor Philippa Velija  
Interim Dean of School, School of Education  
University of Roehampton, London, SW15 5PU  
[philippa.velija@roehampton.ac.uk](mailto:philippa.velija@roehampton.ac.uk)

Should the Dean of School/ Faculty change over the lifecycle of the research project the new Dean of School/ Faculty will become the independent contact. Contact details for the new Dean of School/ Faculty can be obtained from the investigator.

**Consent Statement: Please tick agree / disagree for both statements before signing.**

<p><b>Research Study Consent</b>          I agree for my child/children to take part in this research and am aware that I am free to withdraw their participation at any point without giving a reason by contacting Adam Ockelford. I agree to the researchers taking audio/video recordings of my child/children for research purposes. I understand that if I do withdraw my child/children, their data may not be erased but will only be used in an anonymised form as part of an aggregated dataset. I understand that the personal data collected from my child/children during the project will be used for the purposes outlined above in the public interest. I understand that any data held on my child will be saved with names removed.</p>	<p>Agree</p>	<p>Disagree</p>
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<p><b>Research Communication Consent</b>          I understand that pseudonymised images/recordings (faces blurred and names removed) may be used for communication purposes including but not restricted to social media, presentations at conferences and in academic and practitioner publications.</p>	<p>Agree</p>	<p>Disagree</p>
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<p><b>Publicity Consent</b>          I agree to Merton Music Foundation taking photos, audio/video recordings of my child/children for publicity purposes. I understand that anonymised images/recordings may be used for communication purposes by Merton Music Foundation on the Merton Music Foundation website and social media pages. Anonymised images and videos may also be shared with associated partners, funders and media outlets, where appropriate. I understand that my child/children’s name(s) will not be shared, but their school may be recognisable in these communications.</p>	<p>Agree</p>	<p>Disagree</p>
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**Important**

By signing this form you are confirming that you have been informed about and understand the University’s [Data Privacy Notice for Research Participants \(attached\)](#).

The privacy notice sets out how your child/children’s personal data will be used as part of the research project. By signing this form, you are confirming that you have explained the content of the Data Privacy Notice for Research Participants to your child/children.

The information you have provided will be treated in confidence by the researchers and your child/children’s identity will be protected in the publication of any findings. The purpose of the research may change over time, and their data may be re-used for research projects by the University in the future. If this is the case, you will normally be provided with additional information about the new project.

This project is being carried out in partnership with Merton Music Foundation and the University of Anglia Ruskin and your child/children’s pseudonymised personal data and the output of the video/audio analysis will be shared by them.

**Your Details**

Child/children's Name(s): \_\_\_\_\_

School: \_\_\_\_\_

Year Group: \_\_\_\_\_ Class Name(s): \_\_\_\_\_

Name of person giving consent: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Please note: if you have a concern about any aspect of your participation or any other queries please raise this with the investigator. However, if you would like to contact an independent party please contact the Dean of School/ Faculty.



## **DATA PRIVACY NOTICE FOR RESEARCH PARTICIPANTS**

### **Research Participants - How the University of Roehampton uses your personal data**

#### **Why have I been directed here or been given this form?**

This statement explains how The University of Roehampton handles and uses personal data collected from research participants. This includes data collected directly from research participants or where the data has been received from a third party.

#### **Who will process my personal data?**

This statement applies to all research conducted by The University of Roehampton and its members.

#### **What is the purpose of the personal data processing?**

You will have been informed about the specific types of personal data that will be used in connection with the research project you are participating in, and the nature and purpose of the research project. You will have been informed of any data sharing with participating research institutions, transfers outside of the European Union, and any automated decision making that affects you.

In some cases, your data may have been shared with the University by another organisation for the purposes of conducting research. The University may also re-use personal data it already holds for the purposes of conducting new research. The University will only use personal data in this way where it is legally entitled to do so. In all cases, the University will normally contact you to give you details of the research unless this would be impossible or involve disproportionate effort, or would significantly undermine the research objectives.

The University may in exceptional circumstances release personal data to appropriate authorities without seeking the permission of or notifying the data subject, but will only do so in compliance with its legal obligations.

#### **What is the legal basis of the processing?**

In the majority of cases, your personal data (including, where appropriate, sensitive personal data) is used to carry out research, including scientific, historical and statistical research, in the public interest. Where the research is commercial in nature or funded by a private company, the legal basis for processing is likely to be legitimate interests. If the personal data being used for research purposes falls into one of the special

categories of personal data, including criminal convictions data, the lawful basis will usually be that the processing is necessary for archiving purposes in the public interest, scientific or historical research purposes.

### **What are my rights as a data subject?**

The General Data Protection Regulation and Data Protection Act 2018 provide exemptions for personal data processing in relation to research activities.

You have the right to opt-out of any further processing. If you do opt-out, your personal data may not be erased but will only be used in an anonymised form as part of the dataset. (Please note that this is separate to withdrawing your participation from the research project itself).

In accordance with accepted ethical standards, you will not be named in any published materials unless you have given your explicit permission for this to happen.

The University considers that other statutory rights held by personal data subjects do not apply where the personal data is being processed for the purposes of research. If you would like to request a copy of the personal data then you can contact the lead researcher. Where practicable, they will provide you with a copy of this data. However, they are under no obligation to do so.

### **How long is my information kept for?**

Your data will be kept in accordance with The University of Roehampton's [Record Retention Schedule](#). Research data may be retained indefinitely in an anonymised form by researchers. The University may also reuse your personal data for a different research project. If it does, the University will make reasonable attempts to inform you about this reuse and its impact on your rights as a data subject.

Occasionally a researcher will leave the University and begin working for another organisation. In this case, your personal data may be transferred to the new organisation so that the research project can continue. If this happens, you should be provided with updated privacy information by the new organisation.

The University is committed to protecting all personal data for which it acts as a controller. Your information will be safely held on a secure system.

### **Who can I contact?**

The University has a [Data Protection Policy](#) which sets out how personal data will be used across the whole University. Further information about data protection can also be found on the University's website. <https://www.roehampton.ac.uk/corporate-information/policies/>.

If you would like to receive hard copies of any policies relating to Data Protection please contact the University Data Protection Officer.

If you would like to make a general query about how your data is being used as part of a research project, you should contact the researcher whose details you will already have been provided with.

If you would like to make any further enquiries or raise any concerns with respect to your personal data, or your rights as a data subject, you can contact the University's Data Protection Officer at [DataProtectionOfficer@roehampton.ac.uk](mailto:DataProtectionOfficer@roehampton.ac.uk)

**How do I complain?**

If you have any concerns about the University's handling of your personal data, you have the right to make a complaint about to the Information Commissioner's Office and can do so at <http://ico.org.uk/concerns/>.