

# SWITCH GIG

## Participant Information Sheet

Dr Ben Kirman (University of York) invites you to take part in the Switch Gig project. This includes your participation in a workshop (as a paid contractor) and some pre-workshop activities (as a research participant). What follows is specific to your role as a research participant, but further information about the workshop is available (<https://switchgig.wordpress.com>).

This information sheet describes the aims of the project, what your role will be in the pre-workshop activities, and what you will be asked to do. If anything is unclear or you would like further information please contact Ben Kirman ([ben.kirman@york.ac.uk](mailto:ben.kirman@york.ac.uk)).

### Switch Gig

Switch Gig is a research project that is part of the EPSRC funded Not-Equal Network+ (<https://not-equal.tech/>). This network aims to foster new collaborations in support of social justice, inclusive digital innovation, and a fairer future for all.

In this project, we aim to collaborate with gig-workers in the courier industry (“lifestyle couriers”) to explore and understand their current work experiences, the role of technology in this, as well as how future digital technology can better support the workers themselves.

Switch-Gig is a collaboration between the University of York and Lancaster University with support from: Co-operatives UK, Miralis Data and Future City Logistics. The primary investigators are Ben Kirman (York) and Oliver Bates (Lancaster).

### Pre-Workshop Activities

As a self-employed contractor, who has recently worked as a ‘gig-economy’ courier for at least one month, your perspective is important to this research project. And we invite you to participate so that we may gain important insights into the working conditions you face.

You will be given a pack of materials that includes a variety of stationary materials, a disposable camera, and an instruction sheet.

We would like you to use these materials to generate a picture of what your courier work experience looks like, however you see fit. This may include things like sketches, notes, maps, reflective writing, drawing and photographs but it is not limited to this. Be as creative as you wish. We are interested in anything and everything that you think may help us better understand your working life.

You will also be provided with a pre-paid envelope (for physical) and a digital link to a secure Google Drive folder (for digital) so that you may return these materials to us, prior to the workshop itself.

The collection of materials gathered from all participants will be used, **anonymously**, in two workshops that explore the gig-working experience, though we are asking that you participate only in one (either in Manchester or York).

We hope that these materials will not only help to spark conversations in the workshop amongst you and your co-participants regarding your current working conditions, but that they they will also help us to co-generate together some conceptual (i.e. not yet possible) technologies that begin to imagine new possibilities in the future of the gig economy.

## Your Data

Research activities are only undertaken where ethical approval has been obtained, where there is a clear public interest and where appropriate safeguards have been put in place to protect data. This research and its restrictions have been approved by the TFTI Ethics Committee at the University of York ([TFTI-ethics@york.ac.uk](mailto:TFTI-ethics@york.ac.uk)).

Your participation in the study is optional and, if you do decide to take part, you will be given a copy of this information sheet for your records. You will also be asked to complete a participant information sheet.

If you change your mind at any point whilst carrying out the pre-workshop activities, you will be able to withdraw your participation without having to provide a reason to do so. Please contact Ben Kirman ([ben.kirman@york.ac.uk](mailto:ben.kirman@york.ac.uk)) to withdraw participation. Once the workshops begin, you will be unable to withdraw, as the data will have been anonymised and collated, making the extraction of individual data difficult.

Under the General Data Protection Regulation (GDPR), the University has to identify a legal basis for processing personal data and, where appropriate, an additional condition for processing special category data. In this study, we will **not** be collecting any special category data.

For further information on personal data, please go to: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/key-definitions/>

## Data Security

In line with ethical expectations and in order to comply with common law duty of confidentiality, we will seek your consent to participate where appropriate. This consent is not, however, the legal basis for processing your data under the GDPR.

All participation in this research activity will be treated **anonymously**. This means that all materials generated during the research will be anonymised, and you will not be identified in any research outputs that may result from this work.

The University of York has put in place appropriate technical and organisational measures to protect your personal data, and all researchers involved will abide by these measures, and make use of University services and protocols to do so. For the purposes of this project, we will store data using University services provided by Google.

Information will be treated anonymously and shared only with the researchers involved in this project. This involves the two principal researchers (Ben Kirman and Oliver Bates) alongside two other researchers (Carolynne Lord and Hayley Alter). The University is committed to the principle of data protection by design and default, and this project will collect the minimum amount of data necessary for its purposes, in line with this commitment.

Data will be retained in line with legal requirements or where there is a University need to do so. Retention timeframes have been determined in line with the University's Records Retention Schedule, and all data will be retained for a period of 10 years.

Under the GDPR, you have individual rights to your data, including: right of access, rectification, erasure, restriction, objection or portability. Please note, not all rights apply where data is processed purely for research purposes. For further information see,

<https://www.york.ac.uk/records-management/generaldataprotectionregulation/individualsrights/>.

If you are unhappy with the way in which the University has handled your personal data, please contact: [records-manager@york.ac.uk](mailto:records-manager@york.ac.uk). You also have the right to complain to the Information Commissioner's Office. For more information on this, see [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns).

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