

MSA LIVE 23 is the latest edition of Manchester School of Architecture live projects, in collaboration with a range of external collaborators. Please see here for more information on the projects this year: <https://live.msa.ac.uk/2024/>

Group 7: Unfolding LOL

Collaborators: Levenshulme Old Library

Invitation to research

Before you decide you need to understand why the project and research is being done and what it would involve for you. Please take time to read the following information carefully. Ask questions if anything you read is not clear or would like more information. Take your time to decide whether or not to take part.

We are a student-led group made up of Masters of Architecture, Masters of Adaptive Reuse and undergraduate Architecture students from Manchester School of Architecture, working on a collaborative project with the Levenshulme Old Library to help with improvements to the community hub.

Our aim is to develop ideas for the future into improve the potential of Levenshulme Old Library.

Why have I been invited?

Participation in this project is open to all students of the Levenshulme community. Participants must be within the age of 8 to 16.

Do I have to take part?

It is up to you to decide. We will describe the study and go through the information sheet, which we will give to you. We will then ask you to sign a consent form to show you agreed to take part. You are free to withdraw at any time, without giving a reason.

What will I be asked to do?

As part of revitalising Levenshulme Old Library the project, the participant need to provide thier personal input on the future of this community art centre in the form of drawing, sketch, or collage for the proposed design outputs delivered by the group. Your child's participation in this project will contribute to a wider perspective for the revitalisation of the community art centre.

Are there any risks if I participate?

There are no potential risks involved with your child's participation in this design project, and you can withdraw your consent at any time if you decide to change your mind just by sending us an email.

Are there any advantages if I participate?

The winning entry of the competition will be granted a prize.

What will happen to the samples that I give?

The main form of data we will collect from your child will be photograph of their competition entry. Photographs will be used in our blog post, where people will be able to see the work we have done for the powerhouse, and follow the development of the project.

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What information about me will you collect and why?

The main form of data we will collect from your child will be photographs and videos taken to record the project process and during community activities. Pictures and photographs will be used in our blog post, where people will be able to see the work we have done for the powerhouse, and follow the development of the project. All videos and photographs will be anonymised prior to being published on the blog.

How will my information be stored and how will you look after it?

Data collected from your child in the form of submission, will be anonymised. All data of the submission will be securely stored in One Drive facilities provided by the Manchester Metropolitan University, and will be immediately removed from any other devices once transferred to the secure One Drive at the end of each session.

How will you use my information?

The data and information we collect from your child will be used to illustrate the community having played an active role in our design project, primarily through our published blog. Your child's contributions will be anonymous, which may be uploaded to the blog.

Will my data be sent anywhere else, or shared with other people or organisations?

Your child's information will not be shared with anyone other than our collaborators of Levenshulme Old Library.

Any information shared with these organisations will be anonymous. Your child's data will be stored securely in encrypted files, using One Drive facilities provided by the Manchester Metropolitan University. Your child's data will not be shared with anyone outside of the UK.

Data protection legislation requires that we state the 'legal basis' for processing information about you. In the case of research, this is 'a task in the public interest.' If we use more sensitive information about you, such as information about your health, religion, or ethnicity (called 'special category' information), our basis lies in research in the public interest. Manchester Metropolitan is the Controller for this information and is responsible for looking after your data and using it in line with the requirements of the data protection legislation applicable in the UK.

You have the right to make choices about your information under the data protection legislation, such as the right of access and the right to object, although in some circumstances these rights are not absolute. If you have any questions, or would like to exercise these rights, please contact the researcher or the University Data Protection Officer using the details below.

You can stop being a part of the study at any time, without giving a reason. You can ask us to delete your data at any time, but it might not always be possible. If you ask us to delete information within the period of 07/05/24 – 17/05/24 we will make sure this is done. If you ask us to delete data after this point, we might not be able to. If your data is anonymised, we will not be able to withdraw it, because we will not know which data is yours.

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What will happen to the results of the research study?

The results of this project will be included in student publication and will be publicly available online via the msa live blog <https://live.msa.ac.uk/2023/> Please note the University never sells personal data to third parties. Throughout the duration of the project, a live blog will be updated regularly with progress pictures, and information about how the project is progressing. This may include photos containing participant contributions, as well as anonymised information provided by participants.

Before any participant contributions are published, a consent and separate media release form (in the case of images/video/audio) will need to be obtained from all participants involved. In the event that consent is not given, participants' contributions will not be published to the blog or used for the research in any other form.

Who has reviewed this research project?

This project has been reviewed by Manchester School of Architecture Staff, and has been reviewed for ethical approval by the academic supervisor, who has been in contact with MMU's Ethics Committee regarding activities,

Who do I contact if I have concerns about this study or I wish to complain?

If you have any further questions, or would like to know more about the project please contact the Academic Lead for MSA LIVE: Emily Crompton e.crompton@mmu.ac.uk | 0161 247 6920 or msalive@mmu.ac.uk for more information.

If you have any other concerns about this project, you can contact Architecture Research Leader who will do their best to answer your questions: Joe Dempsey joe.dempsey@mmu.ac.uk

Manchester Metropolitan Data Protection Officer

dataprotection@mmu.ac.uk

Tel: 0161 247 3331 Legal Services, All Saints Building, Manchester Metropolitan University, Manchester, M15 6BH

UK Information Commissioner's Office

You have the right to complain directly to the Information Commissioner's Office if you would like to complain about how we process your personal data: <https://ico.org.uk/global/contact-us/>

THANK YOU FOR CONSIDERING PARTICIPATING IN THIS PROJECT