

## **PARTICIPANT INFORMATION SHEET SUSTAINABILITY, AGE-FRIENDLY CITIES AND COMMUNITIES QUESTIONNAIRE (AFCCQ)**

You are being invited to take part in some research. Before you decide to participate or not, it is important for you to understand why the study is being conducted and what it will involve. Please read the following information carefully.

The Open University (OU) is leading research project to validate the sustainability, age-friendly cities and communities questionnaire (AFCCQ), in conjunction with researchers from

- The Hague University of Applied Sciences (THAUS) in The Netherlands and
- The National University of Political Studies and Public Administration – College of Communication and Public Relations (SNSPA) in Romania
- Wroclaw University in Poland

### **Who is carrying out the research?**

The Principal Investigator (PI) is Dr Hannah R. Marston from the Open University. [Hannah.Marston@open.ac.uk](mailto:Hannah.Marston@open.ac.uk)

### **Co-Investigators (Co-Is)**

- Dr Jan Kazak, Associate Professor at Wroclaw University of Environmental and Life Sciences, in Poland.
- Dr Loredana Ivan, Associate Professor in the College of Communication and Public Relations at SNSPA in Romania.
- Dr Jeroen Dikken, Senior Research Fellow; Professor Joost van Hoof at The Hague University of Applied Sciences in The Netherlands.

### **What is the purpose of the research?**

The purpose of this research study is to validate a survey which could be used in the future organisations, local councils, devolved governments, and researchers who are interested in sustainability, age-friendly cities and communities and wish to improve the community/area/region for residents.

### **Participating in this project:**

- Your participation in this study will take via an online survey completion.
- This research project has been reviewed by, and received a favourable opinion, from The Open University Human Research Ethics Committee – HREC reference number: HREC/4752/Marston.

### **As a participant in this research project, you will be asked to do the following:**

If you agree to take part in this research project, you will be asked to complete an anonymous online survey accessible via an anonymous link.

- This online survey is anonymised and in the **demographics** section [12 questions in total] of the survey we will only collect data relating to your date of birth, sex, town/city, postcode, education, the length of time you have lived in your neighbourhood/town/city, the type of home you live in (e.g., owner, social housing, rental), whether you live alone or with someone, in receipt of care, have any chronic health conditions/illness, use of mobility aid(s), and how you grade your life.

- The survey itself is split into 2 sections:
  - a) **age-friendly cities and communities** [24 questions including 1 open ended question], and
  - b) **sustainability** [42 questions including 1 open ended question].
- Relating to age-friendly cities and communities [we will ask questions relating to your experiences within your community based on the following 9-areas:
  - Transport
  - Housing
  - Civic participation and employment
  - Respect and social inclusion
  - Social participation
  - Communication and information
  - Community support and health services
  - Outdoor spaces and buildings
- Relating to sustainability participants will be asked about their behaviour, perception and knowledge of sustainability and energy consumption.

### Answering the questions:

Except for demographic questions, questions in the sustainability and AFCC sections are rated on a scale of 1-4. **1=not relevant, 4=very relevant.**

### Is my participation voluntary?

1. Your participation is **entirely voluntary**, and it is up to you to decide whether to take part. If you do decide to take part, by selecting 'I consent' on the online survey you will be taken to the first question of the online survey.
2. Completion of the survey is anonymised, and removal of data should you wish to withdraw from the project **will not** be possible.

### Benefits to taking part in this study:

Your participation in this research study will contribute to several benefits:

- Knowledge contribution to the areas of sustainability, age-friendly cities and communities area. This will enable the research team to seek additional funding to scale up and conduct a wider/pan-European study.
- Provide critical knowledge surrounding the importance of finances and how finances impact people in their day-to-day living.

### Outputs:

1. Data from this work will be published in non/academic outputs such as journal papers, blog pieces, reports, and conference presentations.
2. Outputs will be shared across social media platforms such as Twitter, LinkedIn, project and stakeholder websites. Additional platforms such as the 'Age-friendly World' platform, hosted by the World Health Organization (<https://extranet.who.int/agefriendlyworld/network/the-hague/>)

### Data collection and what will we be doing with your data:

- Your data will be collected in the UK via an anonymized survey link.
- Your data will be processed in accordance with the Data Protection Act 2018 and amendments (2020, 2021) and GDPR.
  - We do not ask for your name, specific mailing address, full date of birth, and your IP address will not be recorded. Contact details (e.g., email address or telephone number) will not be required.
  - We will ask for the following information:
    - Year of birth

- Education
- Type of community (Town/City/Village)
- Type of home
- Living status (alone/together)
- Post code
- Sex
- All information collected about you will be kept strictly confidential.
- Your data will only be viewed by members of the research team.
- All data collected via the online survey will be stored on:
  - OU University servers via a Teams project which will be secure via email invitation to members of the research team.
  - ORDO (Open Research Data Online) an online repository for 'live' and 'archived' data. This data will be restricted to members of the research team only.

Removal of your data should you decide to withdraw from the study will not be possible because this survey is anonymized and locating the specific data will not be possible.

The lead researcher [Hannah Marston] will take responsibility for data destruction and all collected identifiable data will be destroyed on or before 31<sup>ST</sup> October 2043

### **Reimbursement**

There is no reimbursement.

### **Data Protection Privacy Notice**

The data controller for this project will be The Open University.

The University Data Protection Officer provides oversight of university activities involving the processing of personal data and can be contacted at the Vice Chancellors Office.

### **How long will your information be held?**

- Data collected in the Sustainability, Age-friendly Cities and Community Questionnaire project will be preserved and accessible **for a minimum of 10 years after completion of the research.**

Your personal data will be processed for the purposes outlined in this information sheet.

- Standard ethical procedures will involve you providing your consent to participate in this study by completing the consent form located at the beginning of the online survey.

### **Safeguarding:**

- There are no risks or sensitive questions being asked that would pose a risk or upset to the participant answering the questionnaire.

### **You have a number of rights as a data subject:**

- To request a copy of the personal data we have about you.
  - In the case of **this project** this would not be possible because of the anonymisation of the data and because we do not ask for your name which would make removal of your data from the overall data set impossible.
- To rectify any personal data which is inaccurate or incomplete
  - This will not be possible because we do not ask for specific personal information (e.g., Name, Date of Birth) therefore, identifying the specific data entry will not be possible.
- To restrict the processing of your data
  - This will not be possible because we do not ask for specific personal information (e.g., Name) therefore, identifying the specific data entry will not be possible.

- To erase your data.
  - In the case of **this project** removing a specific data entry of an individual person will not be possible because of the anonymisation of the data.
- To object to us processing your data.
  - In the case of **this project** removing a specific data entry of an individual person will not be possible because of the anonymisation of the data.

### What are your rights?

You have a right to access your personal information, to object to the processing of your personal information, to rectify, to erase, to restrict and to port your personal information.

If you are concerned about the way we have processed your personal information, you can contact the Information Commissioner's Office (ICO). Please visit the ICO's website [<https://ico.org.uk/>] for further details. If you are unhappy with the way in which your personal data has been processed in this **project**, you may in the first instance contact the University Data Protection Officer using the contact details below.

University Compliance Officer (FOI/DP)  
 Vice-Chancellor's Office  
 Open University  
 Walton Hall  
 Milton Keynes  
 MK7 6AA  
 Email: [data-protection@open.ac.uk](mailto:data-protection@open.ac.uk)

### How to make a complaint

You have the right to withdraw from the study at the end of the session, leaving the room (online meeting) immediately or anytime up to 7 days after completing the online survey by directly contacting the lead researcher.

- Dr Hannah Marston – [Hannah.Marston@open.ac.uk](mailto:Hannah.Marston@open.ac.uk)

Should you need to make a complaint and/or raise issues concerning this research project you should contact:

- Professor L. Hoggart – Associate Dean for Research, Faculty of WELS.  
[Lesley.hoggart@open.ac.uk](mailto:Lesley.hoggart@open.ac.uk) / 01908 (extension) 59441

## THANK YOU

### What if I have other questions?

If you have further questions about this study, please do not hesitate to contact us:

Dr Hannah R. Marston  
 Health and Wellbeing Strategic  
 Research Area, Faculty of Wellbeing,  
 Education & Languages  
 Walton Hall  
 The Open University  
 Email : [Hannah.Marston.ac.uk](mailto:Hannah.Marston.ac.uk)