

# Participant information sheet and consent form: real language data collection for scientific research in sociolinguistics by “FLO – The European Language Fluidity Observatory”

## 1. Project and responsible people

You are kindly invited to participate in the linguistic data collection part of the wider scientific project named “FLO – the European Fluid Languages Observatory”. The responsible researchers for the study are Silvia Bernardini, Professor at the University of Bologna, and Novella Tedesco, Ph.D. candidate at the University of Bologna, who is also the contact person for this study.

Before you decide to take part in this study 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. Take time to decide whether or not you wish to take part.

## 2. Project description and objectives

FLO aims to investigate new communication practices and the use of English as a lingua franca (ELF) within the European communities of digital nomads. On the one hand, ethnographic and linguistic data are collected to gain insights about processes of identity construction and (self)representation, knowledge sharing and community building, in particular focusing on the communities based in some regions of Spain and Portugal. On the other hand, the project has been conceived with the objective of proposing a translanguaging approach to foreign language teaching focused on successful intercultural communication strategies and the development of a transcultural consciousness. To achieve these goals, the researchers involved in the project are engaged in real language documentation through data collection, processing and analysis.

## 3. Why have I been chosen?

Participation is open to any people who regard themselves as digital nomads and are based in Europe.

## 4. What do I have to do?

Participation in the language data collection involves audio recordings of conversations of varying lengths. If the participants prefer, recordings may be made from the participants' own mobile phones.

Recordings and participants will be identified only by a code, and will not be used or made available for any purposes other than research.

## 5. What will happen to me if I take part?

Participation in the study is voluntary and free of charge. For the participants, collaboration does not entail any kind of risk or inconvenience. The researchers expect quantitative and qualitative information on the linguistic behaviour and communicative strategies of digital nomads in informal communicative contexts.

## 6. Withdrawal from participation

You have the right to withdraw your consent to participate in this study at any time, even without prior notice or specific reasons.

## 7. What will happen to the results of the project?

You have the right to request information on the results and outcome of the research. If you wish to stay up-to-date on the progress and preliminary results of the research, you can follow our updates: on Instagram, or on our blog (look for *thenomadlinguist*).

You can also contact the project responsible at any time by emailing [novella.tedesco2@unibo.it](mailto:novella.tedesco2@unibo.it).

## 8. Anonymity

No personal information will be disclosed without the explicit consent of the participants. Data will be pseudo-anonymised and processed to eliminate any references that might allow individual statements to be linked to a specific person. Under no circumstances will any brief quotations be traced back to individual persons.

## 9. Incidental findings

In the event information relating to dangerous health conditions, committed crimes, behaviour or events in personal life that have harmed or may harm the participant in the study or others is obtained accidentally, this information will be treated as stated in the incidental data management document. To view this document, you may contact Novella Tedesco. Depending on the severity of the incident and the people involved, the researchers will decide whether to contact the person concerned or the relevant authorities. In any case, these results will not be disclosed without the explicit consent of the participant.

## 10. Contacts

For any information and clarification on this study or for any needs, please contact researchers Novella Tedesco ([novella.tedesco2@unibo.it](mailto:novella.tedesco2@unibo.it)) and Silvia Bernardini ([silvia.bernardini@unibo.it](mailto:silvia.bernardini@unibo.it)) who are at your complete disposal.

## INFORMED CONSENT FORM

Name \_\_\_\_\_

- I confirm that I have read and understand the Participant Information Sheet and any information given orally by the investigator ;
- I understand that my participation is voluntary and that I am free to withdraw at any time without giving a reason;
- I have understood all the requirements and risks deriving from my participation in the project;
- I AGREE TO TAKE PART IN THE STUDY, aware that such consent is freely given and may be revoked at any time without disadvantage or prejudice.

### Incidental findings

- I agree to receive information about any incidental findings that may concern me.

\_\_\_\_\_  
(place and date)

\_\_\_\_\_  
(signature)

## Privacy Notice Statement in compliance with EU GDPR

You are participating in scientific research about the communities of digital nomads in Europe. This privacy notice informs you about the processing of your personal data as part of the research. You have a legal right to receive this information in accordance with the European Union legislation.

### DATA CONTROLLER

#### Data Controller

Alma Mater Studiorum – Università di Bologna (sede legale: via Zamboni 33, 40126 - Bologna, Italia; e-mail: [privacy@unibo.it](mailto:privacy@unibo.it); PEC: [scriviunibo@pec.unibo.it](mailto:scriviunibo@pec.unibo.it)).

#### Data Protection Officer

Registered address: via Zamboni 33, 40126 - Bologna, Italia; e-mail: [dpo@unibo.it](mailto:dpo@unibo.it); PEC: [scriviunibo@pec.unibo.it](mailto:scriviunibo@pec.unibo.it).

#### RESPONSIBLE PERSON FOR PERSONAL DATA PROCESSING AND RESEARCH TEAM

- **Novella Tedesco** ([novella.tedesco2@unibo.it](mailto:novella.tedesco2@unibo.it))
- Silvia Bernardini ([silvia.bernardini@unibo.it](mailto:silvia.bernardini@unibo.it))
- Cristiana Cervini ([cristiana.cervini@unibo.it](mailto:cristiana.cervini@unibo.it)).

#### DATA PROCESSING

Your personal data will be handled confidentially and without disclosing them to any outsiders. They will be processed and pseudo-anonymized by the researchers before result publications of any kinds.

#### (A) PARTICIPATION IN RESEARCH, RELATED OPERATIONS AND ACTIVITIES

If you agree to participate in this research, some of your personal data will be collected during naturally occurring conversations which will be audio-recorded. In the case of self-recording you may be asked to cancel the data you have recorded after you have given the recordings to the responsible researcher, Novella Tedesco.

The information you provide will be processed by Novella Tedesco, which will replace all identification data with a code.

Personal data could be communicated to third parties who, in their capacity as Data Processors pursuant to art. 28 of Regulation (EU) 2016/679, assist the data controller in managing its information systems and services.

The processing may also have as object some of your images (photographs, video recordings, audio-video recordings). The processing of these images will take place in compliance with the provisions of the law, guaranteeing, in all cases where this is possible, anonymity by obscuring the physical features. We would like to point out that, for the processing of images, you are required to express a specific consent, considering that, even in special cases, also images related to people whose face has been obscured may allow their identification.

The data collected and stored for the realization of the study in question, will be kept for 4 years.

Please note that

1 - You may be asked to participate in questionnaires, interviews or focus groups, which will also be compared and processed in the light of the answers already provided;

2 - It is in the University's interest to be able to contact you again to discuss certain aspects of the research in greater detail and to keep you informed, if you wish, about the results of the research;

3 - It is in the University's interest to contact you again if you have expressed a willingness to participate in targeted interviews or focus groups.

The data collected and archived for the purpose of the study in question, once anonymised, will be retained indefinitely and will constitute reusable resources for institutions, individuals and the scientific community.

Age and nationality of participants may be disclosed while maintaining anonymity.

#### (A1) INFORMATION ON DISSEMINATION

1) Data will only be disseminated in a strictly anonymous form, e.g. through scientific publications, statistics and scientific conferences.

2) If the conversation, in any case without any identification data, proves to be socially useful and usable to show the linguistic behaviour of the population under consideration, it may - with your consent - be the subject of communication and/or dissemination. The communication or dissemination of the data described above will only take place after an assessment of the relevance and not of the excess of processing with respect to the purpose of the collection or if the non-publication of what emerged in the interview could negatively affect the quality of the research/study. The recording and/or the transcription of the content, in any case without any identification, could be communicated to the project partners and be subject to dissemination/publication (e.g. in scientific journals, Internet, databases accessible to other researchers, institutional or disciplinary data repositories i.e. document management information systems maintained by individual research institutions or associations and consortia of research institutions for a particular scientific community, where data and their meta-information are stored in a secure and reliable manner that guarantees their authenticity and inalterability and distributed to the public in a free and open form, etc.).

3) If you are a well-known person, or if you perform a public function in a certain role or position, it may be in the public interest or socially valuable to let third parties know the information the institution or role you represent (including, for example, your first and last name). You may therefore be asked for consent to your personal data be processed and disseminated for the following purposes

- for the purpose of enabling the processing and dissemination of information that, due to the nature of your role, enables researchers to discover, interpret and revise theories, facts and behaviours relating to the field of knowledge on the above topics;

- deposit of project documents, containing your data, on institutional or disciplinary data repositories;

- so that the information you provide contributes to the formation of public opinion about your views and/or facts relevant to the community.

4) The images may be disseminated pursuant to Law n. 150/2000, "Discipline of information and communication activities of public administrations", on institutional sites as well as through social network channels (by way of example but not exhaustive, Facebook, Twitter, Youtube).

Finally, it is specified that your consent to the communication and / or dissemination of your interview implies the granting of a non-exclusive license, without limits of duration and for the whole world, transferable to third parties, for the use of images. This license includes the rights pursuant to articles 12 et seq. of the law n. 633/1941, including by way of example but not exhaustive: right of publication; right of reproduction in any way or form; right of transcription, assembly, adaptation, processing and reduction; right of communication and distribution to the public, including the rights of projection, transmission and dissemination (purely by way of example through iptv, mobile terminals, voip, digital channels, etc.), also in a summary and/or reduced version, with any technical means, the right to keep a copy of the images, even in electronic form and on any known or future technological support for the purposes and within the limits defined above. The use of images does not give right to any compensation. In any case, any use of the portrait that could harm the honour, reputation or decorum of the person portrayed, shot or recorded is excluded.

#### (B) DATA STORAGE FOR FUTURE RESEARCH ACTIVITIES

Considering that new findings may indicate unprecedented research opportunities for researchers or allow for further study and research on data particular to the study in question, it is possible to allow prolonged storage of the data in non-anonymised form for a period of time of more than two years after the conclusion of this study for possible future research activities and, if necessary, to contact you again to have you express your specific consent for new research, if you so wish.

If, on the other hand, you refuse to consent to the processing described herein, your data will be deleted or anonymised immediately upon research project completion.

#### (C) DATA STORAGE FOR ADMINISTRATIVE PURPOSES

Your data will also be processed for administrative accounting purposes and retained for as long as is strictly necessary for the pursuit of those purposes, with the exception of the ten-year period to ensure the tax, accounting and administrative requirements required by law and, probably, for a longer period, which cannot be determined in advance, as a consequence of various conditions for the lawfulness of the processing (e.g. legal actions making processing necessary for more than ten years).

#### LEGAL BASIS AND NATURE OF THE DATA PROVISION

The legal basis for the processing referred to in points (A), (A1) and (B) above lies in consent, pursuant to Article 6, first paragraph, letter a) of Regulation (EU) 2016/679 (General Data Protection Regulation) and, in the case of data falling into special categories, Article 9, second paragraph, letter a) of Regulation (EU) 2016/679. Consent to processing for the purposes described above is optional.

However, it is specified that the provision of data for the purposes set out in points (A) and (A1) is not obligatory but is essential for the realisation of the purposes described. Refusal to grant them will therefore not allow you to participate in the research in question.

The provision of data for the purposes described in (B) is optional, not resulting from a regulatory obligation, but it is necessary to allow the data to be kept for a longer period than the period envisaged for the conclusion of the present study in order to guarantee future research activities and, if necessary, to contact you again so that you may express your specific consent for a new research. Failure to provide data for these purposes will only result in the impossibility of carrying out what has been described above.

The provision of data for the purposes described in point (C) is necessary in order to comply with legal obligations regarding the retention of administrative and accounting documents. In this case, the legal basis can be found in Article 6(1)(c) and (e) of Regulation (EU) 2016/679.

#### RIGHTS OF THE DATA SUBJECT

Cancellation of consent (GDPR, Article 7) You have the right to cancel your consent if the processing of personal data is based on consent. Such a cancellation has no impact on the lawfulness of consent-based processing conducted before the cancellation of consent.

Right to access your personal data (GDPR, Article 15) You have the right to get to know whether and which personal data of yours are processed. If you wish, you can also request a copy of your personal data to be processed.

Right to rectification (GDPR, Article 16) If there are any inaccuracies or errors in your personal data to be processed, you are entitled to request that these be rectified or supplemented.

Right to erasure (GDPR, Article 17) You have the right to demand in some cases that your personal data be erased. However, the right of erasure is not applicable if the erasure would prevent or greatly hinder reaching the goal of processing in a scientific research.

Right to restriction of processing (GDPR, Article 18) You have the right to restrict the processing of your personal data in some cases, like when you challenge the correctness of your personal data.

Right to data portability (GDPR, Article 20) You have the right to receive your submitted personal data in an organised, generally used and machine-readable format, and also the right to transfer the data to another Data Controller if possible and processing takes place automatically.

Deviating from the rights In some individual cases, it is possible to deviate from the described rights on the grounds stipulated in the GDPR and the Data Protection Act insofar as the rights would prevent or greatly hinder reaching the goals of scientific or historical research or statistical purposes. The need for deviating from the rights is always assessed case-specifically. It is also possible to deviate from the rights if the data subject cannot, or cannot any longer, be identified.

#### Archiving

When personal data are processed for archiving purposes serving a public interest, the data subjects do not generally have the above-described rights. The authenticity, reliability, and research value of archived materials would be at risk if the personal data included were changed. Deviation from data subject rights is based on the Data Protection Act, section 32, and the GDPR, Article 17.3.

Profiling and automatised decision-making In this research, your personal data will not be used for any automatic decision-making. In this research, the purpose of the processing of personal data is not to assess your personal qualities, i.e. profiling, but personal data and qualities are considered from the perspective of broader scientific research.

## PRIVACY NOTICE CONSENT FORM

I, the undersigned \_\_\_\_\_, born on \_\_\_\_\_ in \_\_\_\_\_,

pursuant to the provisions of Regulation (EU) 2016/679 and Decree 196/2003 and subsequent amendments and additions and having read the above "Information on the processing of personal data".

- agree to my personal data being stored and processed for scientific and statistical research for the purposes above described (Section A) – **NECESSARY for the participation in the research;**
- agree to the processing of images representing me and the personal data related to them for the purposes above described (Section A) – NOT NECESSARY for the participation in the research;
- agree to my personal data being processed and disclosed in publications for the research purposes above described (Section A1) – NOT NECESSARY for the participation in the research;
- agree to the processing and publishing of conversation extracts, without my identification data, with the methods and for the purposes described in (Section A1) – **NECESSARY for the participation in the research;**
- agree to my personal data being stored and used after the present research has concluded (Section B) - NOT NECESSARY for the participation in the research;
- agree to images representing me being processed and disclosed in publications for the research purposes above described (Section A1) – NOT NECESSARY for the participation in the research.

\_\_\_\_\_,  
(place and date)

\_\_\_\_\_  
(signature of the participant)