Participant Information Sheet
A History of the Association of Law Teachers:

You are being invited to take part in a research project. Before you decide whether or not to participate, 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. Ask us if there is anything that is not clear or if you would like more information. Take time to decide whether or not you wish to take part. Thank you for reading this.

1. What is the project's purpose?

The Association of Law Teachers (ALT) was initially created in 1965 to represent those university law teachers who were unable to join the (then) Society of Public Legal Scholars. Since then it has played an important role within legal education. This project aims to produce a critically reflexive history of the ALT which will explore its formation, development, role and contributions.

2. Why have I been chosen?

You have been chosen as someone who has been involved with the ALT, either as a current or former Executive Committee member, or as a member, or in another capacity.

3. Do I have to take part?

It is up to you to decide whether or not to take part. If you do decide to take part you will be given this information sheet to keep (and be asked to sign a consent form) and you can still withdraw at any time up to two weeks after you provide us with information without any negative consequences. You do not have to give a reason. If you wish to withdraw from the research, please contact Dr Emma Jones (emma.j.jones@sheffield.ac.uk).

Please note that that by choosing to participate in this research, this will not create a legally binding agreement, nor is it intended to create an employment relationship between you and the University of Sheffield.

4. What will happen to me if I take part? What do I have to do?

You will be asked to informally share any recollections and/or anedotes you feel may be of use to the project. You can do this in-person or in writing (for example, via email).

5. What are the possible disadvantages and risks of taking part?

You may find it uncomfortable if any events you are recollecting were distressing. You are under no obligation to share any information you do not wish to discuss.

6. What are the possible benefits of taking part?

Whilst there are no immediate benefits for those people participating in the project, the aim is to produce a well-rounded and reflexive history of the ALT which captures its history and records its role within legal education.

7. Will my taking part in this project be kept confidential?

All the information that we collect about you during the course of the research will be kept strictly confidential and will only be accessible to members of the research team.

Where possible, we would like to acknowledge contributions within the history. However, you will not be able to be identified in any reports or publications unless you have given your explicit oral or written consent for this.

8. What is the legal basis for processing my personal data?

According to data protection legislation, we are required to inform you that the legal basis we are applying in order to process your personal data is that 'processing is necessary for the performance of a task carried out in the public interest' (Article 6(1)(e)). Further information can be found in the University's Privacy Notice https://www.sheffield.ac.uk/govern/data-protection/privacy/general.

9. What will happen to the data collected, and the results of the research project?

Any data will be stored securely and password-protected where possible. Any data collected will be stored until no later than three years after the publication of the ALT history in monograph form.

Information and quotations provided may also be used in other academic papers, publications and at conferences and in the ALT's communications (for example, via newsletter and social media).

10. Who is organising and funding the research?

The research project is organised and conducted by Dr Emma Jones of the University of Sheffield and Professor Fiona Cownie of the University of Keele.

11. Who is the Data Controller?

The University of Sheffield will act as the Data Controller for this study. This means that the University is responsible for looking after your information and using it properly.

12. Who has ethically reviewed the project?

This project has been ethically approved via the University of Sheffield's Ethics Review Procedure, as administered by the School of Law.

13. What if something goes wrong and I wish to complain about the research or report a concern or incident?

It you are dissatisfied with any aspect of the research and wish to make a complaint, please contact Dr Emma Jones (emma.j.jones@sheffield.ac.uk) in the first instance. If you feel your complaint has not been handled in a satisfactory way you can contact the Head of the School of Law at Sheffield, Professor Richard Kirkham (r.m.kirkham@sheffield.ac.uk). If the complaint relates to how your personal data has been handled, you can find information about how to raise a complaint in the University's Privacy Notice: https://www.sheffield.ac.uk/govern/data-protection/privacy/general.

If you wish to make a report of a concern or incident relating to potential exploitation, abuse or harm resulting from your involvement in this project, please contact the project's Designated Safeguarding Contact Dr Emma Jones (emma.j.jones@sheffield.ac.uk). If the concern or incident relates to the Designated Safeguarding Contact, please contact Prof Fiona Cownie (f.cownie@keele.ac.uk) instead.

If you feel a report you have made to Dr Jones or Prof Cownie has not been handled in a satisfactory way, please contact the Head of the School of Law, Professor Richard Kirkham (r.m.kirkham@sheffield.ac.uk) and/or the University's Research Ethics & Integrity Manager (Lindsay Unwin (l.v.unwin@sheffield.ac.uk)).

14. Contact for further information

If you require any further information about this research project, please contact Dr Emma Jones (emma.j.jones@sheffield.ac.uk).

Finally …

If you do decide to take part in this research project, please keep a copy of this Information Sheet to refer to.

Thank you for considering taking part in this project.