

Towards a Light-Dramaturgy



School of Arts and Creative Technologies

Participant Information Sheet – Practice-Based Research

Project background

The University of York would like to invite you to take part in the following project: Towards a Light-Dramaturgy: Techniques and Practice of Dramaturgy with Lighting Design. This project is being undertaken in collaboration with the Royal Academy of Dramatic Art.

Before agreeing to take part, please read this information sheet carefully and let us know if anything is unclear or you would like further information.

What is the purpose of the project?

This project is being undertaken by Anthony Arblaster (czw527@york.ac.uk), who is a doctoral student at the University of York. It is being supervised by Dr Katherine Graham (katherine.graham@york.ac.uk) and Dr Rebecca Benzie (rebecca.benzie@york.ac.uk).

The work is being conducted according to restrictions that have been subject to approval by the ACT Ethics committee. The Chair of the ACT Ethics committee can be contacted on ACT-ethics@york.ac.uk.

For this research project, we are interested in your interactions with and responses to the process of creating a lighting design. We are developing a tool kit for lighting design practitioners to be effective dramaturgs, within their design and in the broader production process. Your interactions with these tools and techniques as an artist-collaborator will inform the development of the tool kit.

You are not expected to alter your creative process during this project. Your interactions with the lighting designer may be audio recorded. You may also be captured in audio and video recordings of the rehearsal process as part of the researcher's artistic practice.

Please note that to comply with the approved Ethics requirements of this work, we do not intend to discuss sensitive topics with you that could be potentially upsetting or distressing. If you have any concerns about the topics that may be covered in the research study, please raise these concerns with the researcher.

Your participation in this project is voluntary. If you wish, we will provide you with access to the final thesis of the research or any other research outputs. We can email you the final thesis once our marks have been confirmed. If you

would like to receive access to these, you can indicate as such on the consent form.

Why have I been invited to take part?

You have been invited to take part because you are a theatre practitioner whose work interacts with that of the Lighting Designer.

Do I have to take part?

No, participation is optional. If you do decide to take part, you will be given a copy of this information sheet for your records and will be asked to complete a participant consent form. If you change your mind up to six months after the research activity, you will be able to withdraw your participation without having to provide a reason. To withdraw your participation, you need to email Anthony Arblaster at czw527@york.ac.uk, letting the researcher know that you wish to withdraw.

Will I be identified in any outputs?

No. Your participation in the research is anonymous.

You may be identified to any public audience, to credit you for your work, as is usual for your individual discipline. However, your involvement in the research, or this production's involvement in the research, will not be identified.

Privacy Notice

This section explains how personal data will be used by Towards a Light Dramaturgy at the University of York.

For this project, the University of York is the [Data Controller](#). We are registered with the Information Commissioner's Office. [Our registration number](#) is Z4855807.

What is our legal basis for processing your data?

Privacy law (the UK General Data Protection Regulation (GDPR) and Data Protection Act 2018) requires us to have a legal reason to process your personal data. Our reason is we need it to perform a public task.¹

¹This refers to [UK GDPR Article 6 \(1\) \(e\)](#): processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

This is because the University has a public function, defined in [our charter and statutes](#), which includes carrying out research projects.² We need to use personal data in order to carry out this research project.

Information about your health, ethnicity, sexual identity and other sensitive information is called ["special category" data](#). We have to have an additional legal reason to use this data, because it is sensitive. Our reason is that it is needed for research purposes.³ All research projects at the University follow our [research ethics policies](#).

How do we use your data?

Your data will be used to make an anonymous transcript after the conclusion of the production process. The edited, anonymised transcript will be used in the research outputs.

Who do we share your data with?

Your unprocessed data will not be shared with anyone other than the researcher.

After the production process, a transcript will be made of any recordings. The transcript will be anonymised, and only material relating to the research topic will be retained. The anonymised transcript will then be incorporated into the main body of the research.

The outputs from this research will include public release of anonymised transcripts and/or quotes to aid other lighting design practitioners. It may be included in the tool kit available at <https://phd.anthonyarblaster.com>. The project will be hosted using open-source software from GitHub. It may therefore be transferred internationally.

The anonymised transcripts will be available in the research data repository Zenodo. Zenodo is managed and hosted by CERN in Geneva. Agreeing to include your anonymous data in this repository ensures it is accessible to future researchers, globally. You can find out more about Zenodo at <https://www.zenodo.org>. The files will be available under Creative Commons licence [CC BY-NC 4.0](#) which allows them to be used with attribution for non-commercial purposes.

² [Our charter and statutes](#) states: 4.f. To provide instruction in such branches of learning as the University may think fit and to make provision for research and for the advancement and dissemination of knowledge in such manner as the University may determine.

³This refers to [UK GDPR Article 9 \(2\) \(i\)](#): processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

As well as this, we use computer software or systems to hold and manage data. Other companies only provide the software, system or storage. They are not allowed to use your data for their own reasons.

We have agreements in place when we share data. These agreements meet legal requirements to ensure your data is protected.

How do we keep your data secure?

The University is serious about keeping your data secure and protecting your rights to privacy. We don't ask you for data we don't need, and only give access to people who need to know. We think about security when planning projects, to make sure they work well. Our IT security team checks regularly to make sure we're taking the right steps. For more details see [our security webpages](#).

How do we transfer your data safely internationally?

If your data is stored or processed outside the UK, we follow legal requirements to make sure that the same level of privacy rules still apply.

How long will we keep your data?

The University has rules in place for [how long research data can be kept](#) when the research project is finished. For this project, data will be kept for 10 years after the last date of access. The approved transcript will be kept in perpetuity in the research repository. You can read more about this in the section 'Who do we share your data with?'

What rights do you have in relation to your data?

[You have rights over your data](#). This sheet explains how you can stop participating in the study, and what will happen to your data if you do. This information is in the section 'Do I have to take part?'

If you want to get a copy of your data, or talk to us about any other rights, please contact us using the details below.

Questions or concerns

If you have any questions or concerns about how your data is being processed, please contact: **Anthony Arblaster, PhD Researcher, School of Arts and Creative Technologies**, czw527@york.ac.uk or by phone on **07742 126 452**.

You may also contact the research supervisors: **Dr Rebecca Benzie**, Lecturer in Theatre, School of Arts and Creative Technologies at rebecca.benzie@york.ac.uk or **Dr Katherine Graham**, Senior Lecturer in Theatre, School of Arts and Creative Technologies at katherine.graham@york.ac.uk

Both the researcher and supervisors can be contacted at: **School of Arts and Creative Technologies, Ron Cooke Hub, Lakeside Way, York, YO10 5GE** or by phone on **01904 325220**.

If you have further questions, the University's Data Protection Officer can be contacted at dataprotection@york.ac.uk or by writing to: **Data Protection Officer, University of York, Heslington, York, YO10 5DD**.

Right to complain

If you are unhappy with how the University has handled your personal data, please contact our Data Protection Officer using the details above, so that we can try to put things right.

If you are unhappy with our response, you have a right to [complain to the Information Commissioner's Office](#). You can also contact the Information Commissioner's Office by post to **Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF** or by phone on **0303 123 1113**.