



Privacy and Consent for Research Participants

Records in the Cloud

Principal Investigator:

Dr. Luciana Duranti

Chair & Professor, Archival Studies

Director, Centre for the International Study of Records and Archives

School of Library, Archives, and Information Studies

Purpose:

Records in the Cloud (RiC) seeks to identify and examine in depth the management, operational, legal, and technical issues surrounding the storage and management of records created, managed, and stored in the cloud; to determine what policies and procedures a provider should have in place for fully implementing the records/archives management regime of the organization outsourcing the records, for responding promptly to its needs, and for detecting, identifying, analyzing and responding to incidents; and to develop guidelines to assist organizations in assessing the risks and benefits of outsourcing records/archives storage and processing to a cloud provider, for writing contractual agreements, certifications and attestations, and for the integration of outsourcing with the organization's records management and information governance programs.

Procedure:

The research in which you agree to take part will draw on your knowledge, experience and opinion about various aspects of cloud computing. Surveys, administered through web questionnaires or semi-structured interviews, gather information from users and providers of all types of cloud computing services in order to help us understand users' needs and experiences, and to investigate aspects of service provision, including benefits and challenges.

Interviews will be conducted at a time mutually agreed upon by the interviewee and the researcher, either in person, over the telephone, or by other means of electronic communication convenient to both. The interview will be digitally recorded and transcribed into textual format.

Participation is voluntary, and may be ended by the participant at any time.



Confidentiality:

Personal identity will be kept confidential. There will be no personal information (other than professional information) requested prior to, during the course of, or following the survey (i.e. either the questionnaire or the interview in which you take part). All material will be stored in a secure location to which only the researchers of the RiC team will have access, and all computer files will be password-protected. Both the audio recording and transcript of interviews, as well as the submitted questionnaires, will remain confidential and will be used only to facilitate the research. No identifying information will be used in any publication or presentation resulting from the research.

Potential risk:

There are no known risks or potential risks from participating in our surveys, whether administered through a web questionnaire or an interview.

Contact for information about the study:

If you have any questions or wish to receive further information with respect to this study, please contact the Principal Investigator of RiC, Luciana Duranti at luciana.duranti@ubc.ca.

If you have any concerns about your rights as a research subject and/or your experience while participating in this study, you may contact the Research Subject Information Line in the University of British Columbia's Office of Research Services by email at RSIL@ors.ubc.ca or by telephone, at 604-822-8598 or toll free 1-877-822-8598.

Consent:

Your participation in this study is entirely voluntary, and may be withdrawn at any time.