

**Virtual Citizens’ Jury: What Matters in Social Care in Wales**

**September 2020**

**Guidance for making your “*A Day in the Life of*” video**

We would like you to make a short video (no more than 10 minutes) about a day in your life. We are interested in what a typical day consists of, the factors that make it easier or more enjoyable, and the things that make it harder.

You can film any aspect of your day that you think it would be useful for our Jury to know about. Or you can film snippets throughout the day, for example, when you wake up, part way through the morning, lunchtime, during the afternoon and then in the evening and perhaps heading to bed. We will leave it up to you.

However, it would be very informative for the Jurors to know about such things as aids and equipment that you use; people you interact with; making appointments; or going out. Please do not film anything that makes you uncomfortable or that is too personal, for example, washing or dressing.

The purpose of these videos is to provide the Citizens’ Jury with a snapshot of your life so Jurors can understand the variety and complexity of what it means to be a carer or to use care and support services, and also to help them understand what makes life easier and what makes it more difficult.

Please be aware that we may not be able to show every video as part of the Jury.

**Tips for improving your video quality**

* Plan what you are going to film. Give some thought to the content, anyone else who will be included and where you will be. You can contact Katie (see below) if you want to discuss your plans before you start filming
* If you are using a phone, please film with your phone in landscape (held horizontally). This will prevent black lines being at the edge of your video when it’s watched on another device or screen
* Do a test run to check lighting and sound, and avoid filming in noisy places
* Think about lighting. For example, do not stand in front of a window as this will make you very difficult to see in the video
* Avoid using zoom, special effects and filters; we’re interested in you and what you have to say
* If you have one, use a tripod or stand to keep your device steady
* Where possible, try not to move your device too much – shots that pan around a room or move between people are likely to be blurry or difficult to watch
* Your video may be shown as part of the Citizens’ Jury and hosted on our public website [www.mtm.wales](http://www.mtm.wales) – please ensure you have consent from everyone that you include in your film
* All videos should be sent to Katie (see below) along with signed All Rights Release Forms from every person in the video; please also ensure that everyone has read the video Privacy Notice (available to download from [www.mtm.wales/resources](http://www.mtm.wales/resources))
* Videos can be transferred by going to [www.wetransfer.com](http://www.wetransfer.com) – it’s free and you don’t need to create an account. Depending on the size of the video, uploading it will take a number of minutes so please use wifi and not mobile data.

If you have any queries, need any support or would like further guidance, please contact Katie – Katie.cooke@southwales.ac.uk / 07964 407 739 / [www.mtm.wales/citizens-jury-2020](http://www.mtm.wales/citizens-jury-2020)

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**Measuring the Mountain Project Privacy Notice**

The University of South Wales is the data controller and the University’s Data Protection Officer can be contacted through dataprotection@southwales.ac.uk. The University is committed to protecting the rights of individuals in line with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). This privacy notice provides detail of the use the University makes of personal data within the Measuring the Mountain project specifically in relation to the Citizens’ Jury component of the project.

**What information do we collect?**

The University will process the following personal data provided by individuals including:

* Name and contact details
* Video submissions relating to their experiences with care and support services or of being a carer.

**How is data used?**

The University will process personal data for the following purposes:

* To be able to administer the project and support your involvement in it
* Video recordings will be published online on the project’s public facing website – [www.mtm.wales](http://www.mtm.wales) and may be shown as part of the Citizens’ Jury
* To promote the project and University work

**What is the legal basis of the processing?**

In processing the personal data the University relies upon the following lawful basis as appropriate:

* Processing with the consent of the individual.

**Who receives this data?**

Contact details are only used for administrative purposes.

The videos presented will be made publicly available on Measuring the Mountain’s website and other social media platforms for purposes relating to the project’s aims.

**How long will data be held?**

Details relating to your involvement with the project may be held for up to five years. Contact details will be erased at the end of the project.

The website will be ‘live’ until 2026.

**Keeping information secure**

Data Protection legislation requires the University to keep personal data secure. This means that confidentiality will be respected, and all appropriate measures will be taken to prevent unauthorised access and disclosure. Only members of staff who need access to relevant parts or all of an individual’s data will be authorised to do so. Information held in electronic form will be subject to password and other security restrictions, while paper files will be stored in secure areas with controlled access.

The processing of some data may be undertaken on the University’s behalf by an organisation contracted for that purpose. Such organisations will be bound by an obligation to process data in accordance with the Act/Regulations.

Personal data that we collect from you will be stored within the European Economic Area (“the EEA”).

**Individual rights**

Individuals have the right to access personal information, to object to the processing of their personal data, to rectify, to erase, to restrict and to port personal information (please note that not all these rights are absolute).

Any requests or objections should be made in writing to the Data Protection Officer – dataprotection@southwales.ac.uk

Where individuals are not satisfied with the University’s response, or believe that the University is not processing personal data in accordance with the law then they may complain to the Data Protection Officer.

If the matter is not resolved and the individual remains dissatisfied then you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at:

Information Commissioner’s Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
www.ico.org.uk



All Rights Release Agreement entered into between the University of South Wales (“the University”), on behalf of Measuring the Mountain, and the undersigned (“You”).

The purpose of this Agreement is to ensure that the material and performance described below (“the material”) is used by the University of South Wales in accordance with your wishes.

* You grant the University a worldwide, non-exclusive, royalty-free license in perpetuity to store and publish the material in whole or in part for purposes relating to Measuring the Mountain (to include online publishing and project promotion).
* You agree that the University may edit, adapt or translate the material and publish it on its website (including Measuring the Mountain’s website) for educational and marketing purposes and other University activities.
* You understand that any third party participants (such as performers or interviewees) who appear in the material must also confirm their agreement by completing an All Rights Release Agreement, which should be returned to the project leader (Katie Cooke – Katie.cooke@southwales.ac.uk).
* You confirm that your material does not infringe the copyright, other intellectual property or other legal rights of any third party. You confirm that the material will not bring the University into disrepute or be defamatory.

If you agree with the terms set out above please sign this form (digitally or by hand) and submit it to Katie Cooke – Katie.cooke@southwales.ac.uk. Information on full use of your data is included within the project privacy notice. Should you change your mind at any time, and wish to retract permission for using the material that you are consenting to today, please email: dataprotection@southwales.ac.uk. Unless otherwise stated your name and contact details will be kept confidential.

**You the undersigned agree to the terms described above Signed on behalf of USW**

**Signed Signed**

**Date Date**

**Name Name**

**Address Address**

**Email Email**