GDPR Notice and Information Sheet

Section 1- Participant Information Sheet

Date: 29.01.25

Title of Study:

Name of Researcher(s): Rebecca Bull (on behalf of Sonia Kumar MP Offices)

I would like to invite you to take part in my research study. Before you decide I would like you to understand why the research is being done and what it would involve for you. Please read through this information sheet and ask me if there is anything that is not clear. Talk to others about the study if you wish.

What is the purpose of the study?

The purpose of the study is to gain insights into your thoughts and experiences of the adult social care system, specifically concerning dementia, in Dudley.

Why have I been invited?

You are being invited to take part because you are a resident of the Dudley borough.

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. Completion and return of a Questionnaire can be taken as implied consent. If you decide to take part you are still free to withdraw at any time and without giving a reason. This would not affect your legal rights.

What will happen to me if I take part?

You will complete an online survey about your opinions and experiences of dementia-related issues in the Dudley area. You will complete one survey that will take approximately 20 minutes. This survey can be completed at any time or location with an internet connection.

Expenses and payments

Participants will not be paid an allowance to participate in the study.

What are the possible disadvantages and risks of taking part?

There is a risk that the survey topic may create uncomfortable feelings and emotional responses, as this topic can be sensitive for some.

What are the possible benefits of taking part?

I cannot promise the study will help you but the information we get from this study may add to the knowledge around dementia-related issues and adult social care.

What if there is a problem?

If you have a concern about any aspect of this study, you should ask to speak to the researcher who will do their best to answer your questions. Contact details are given at the end of this information sheet.

Will my taking part in the study be kept confidential?

I will follow ethical and legal practice and all information about you will be handled in confidence.

If you join the study, the data collected for the study will be looked at by authorised persons who are organising the research.

All will have a duty of confidentiality to you as a research participant and we will do our best to meet this duty.

All information which is collected about you during the course of the research will be kept **strictly confidential**, secured within the MP office team. Any information about you which leaves office team will have your name and address removed (anonymised) and a unique code will be used so that you cannot be recognised from it. Anonymised data may also be stored in data archives for future researchers interested in this area.

Your personal data (address, telephone number) will be kept for up to 1 year after the end of the study so that we are able to contact you about the findings of the study *and possible follow-up studies* (unless you advise us that you do not wish to be contacted). All identifiable research data will be kept securely for up to 1 year. After this time your data will be disposed of securely. During this time all precautions will be taken by all those involved to maintain your confidentiality, only members of the research team will have access to your personal data.

Although what you say in the survey is confidential, should you disclose anything to me which I feel puts you or anyone else at any risk, I may feel it necessary to report this to the appropriate persons.

What will happen to the results of the research study?

Your participation is voluntary and you are free to withdraw at any time, without giving any reason, and without your legal rights being affected. After submitting you responses it will not be possible to extract and erase this information and it may still be used in the project analysis.

Who is organising and funding the research?

This research is being organised by Sonia Kumar MP Offices and is not being funded.

Who has reviewed the study?

This study has been reviewed by Sonia Kumar MP Offices Team.

Further information and contact details

Researcher: Rebecca Bull (email: dudleympoffice@gmail.com)

Privacy Information for Research Participants

Legal basis for processing your personal data under GDPR

The legal basis for processing your personal data on this occasion is Article 6(1a) consent of the data subject.

Special Category personal data

In addition to the legal basis for processing personal data, we meet a further basis when processing special category data, including: personal data revealing racial and ethnic origin, political opinions, religious or philosophical beliefs.

The basis for processing your sensitive personal data on this occasion is Article 9(2a) the data subject has given explicit consent to the processing.

How long we keep your data

The MP Offices may store your identifiable research data for a minimum period of up to 1 year after the research project finishes. The researchers who gathered or processed the data may also store the data indefinitely and reuse it in future research. Measures to safeguard your stored data include anonymisation of data responses; saving data and files in Microsoft OneDrive, which encrypts files.

Who we share you data with

Extracts of your data may be disclosed in published works that are posted online. Your data may also be stored indefinitely on external data repositories (e.g., the UK Data Archive) and be further processed for archiving purposes in the public interest, or for historical, scientific or statistical purposes.