**Participant Information Sheet for Group Interviews**

Study title: **Parents’ views on identifying particular families for service intervention by joining up data from different sources**

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ERGO number: 56997

You are being invited to take part in the above research study. To help you decide whether you would like to take part or not, it is important that you understand why the research is being done and what it will involve. Please read the information below carefully and ask questions if anything is not clear or you would like more information before you decide to take part in this research. You may like to discuss it with others but it is up to you to decide whether or not to take part. If you are happy to participate you will be asked to agree a series of statements of consent.

**What is the research about?**

We are a team of researchers based at the University of Southampton and University of Westminster. We are interested in what parents think about the way that information about families is collected and used by policy-makers and service providers.

Government departments and public service providers collect information about people who use their services. For example, records are kept when families access healthcare, when parents pay tax or claim benefits, if family members need social care, or have any contact with the police. Schools and nurseries also keep records on children’s attendance, behaviour and achievements. These administrative records are created for all people who use the services and are kept up-to-date with ‘live’ data. Administrative records can be joined together to find out more about individual families, and computer algorithms used to automatically identify families to target public services at. We are interested in what parents think about what is acceptable and what is unacceptable about these processes.

Our project is funded by the Economic and Social Research Council, which is an independent public body that provides funding and support for social science research.

**Why have I been asked to participate?**

We want to speak to groups of parents like you who have children aged 16 or under. That is why we are approaching you.

**What will happen to me if I take part?**

If you agree to participate in the research, you will be part of an online group discussion with up to six other parents like you, with a member of our research team asking you all about your views. The discussions will be held on an online platform, such as Zoom or Teams, at a date and time that is convenient for everyone involved. We will send you a link to the meeting, and you will not need to hold an account with the platform. The discussion should last for around 45 minutes.

We will ask you and other parents to discuss what you think is acceptable or unacceptable about the way that information about families is collected, joined together and analysed by policy-makers and service providers. The group discussion focuses on your general views and opinions rather than any personal experiences, and will be quite like an informal chat with other people.

We will be video recording the group discussion and then transcribing it– that is, turning the discussion into a written form. The video recording is only for helping with the transcription.

**Are there any benefits in my taking part?**

To thank you for your time and trouble in participating in the group discussion, we will be able to provide you with a £25 e-voucher that you can spend in a range of popular shops.

Other than that, there will be no direct benefit to your family and life in general from participating in the research, but it is important that policy-makers and service providers know parents’ views on how information about you and other families is collected and used by policy-makers and service providers.

**Are there any risks involved?**

The group discussion focuses on general views and opinions, not your personal experiences, so we do not expect that participation will involve you in discussing sensitive issues or cause you any distress. We will treat everyone’s contributions with respect and care. We can point you towards appropriate support services after the end of the group discussion if the discussion raised any difficult issues for you.

**What data will be collected?**

The research team will be recording the group discussion and will then transcribe the video recording into words so that we can analyse the discussion. We will store the recording and transcription of the group discussion on password-protected laptops that are used only the research team. We will destroy the video recording at the end of the research project.

We will also store your real name and contact details on the password-protected laptops separately from the group discussion material, and will not be using personal data about you when we write up the research.

**Will my participation be confidential?**

The research team will take every precaution to maintain confidentiality for parents involved in the discussions. Whether you know other participants in the group or not, we will be asking everyone taking part to maintain confidentiality in respect to other group members, and we will ask you and other participants to agree to this.

The research team will keep your participation and the information we collect about you during the course of the research strictly confidential. In the unlikely situation that you disclose that you or a child is at serious risk, however, we may need to break confidentiality. But we will discuss this with you before we do so.

The video recording of the group discussion is only to help us with transcription; we will not use it for any other purpose. We will give you a pseudonym for the research and use it when we write our research reports to help protect your identity.

Only members of the research team and responsible members of the University of Southampton may be given access to data about you for monitoring purposes and/or to carry out an audit of the study to ensure that the research is complying with applicable regulations. Individuals from regulatory authorities (people who check that we are carrying out the study correctly) may require access to your data. All of these people have a duty to keep your information, as a research participant, strictly confidential.

**Do I have to take part?**

It is entirely up to you to decide whether or not to take part. If you decide you want to participate in the research, you will need to agree some statements that show you have agreed to take part. These statements concern having read and understood the information on this sheet.

**What happens if I change my mind?**

You have the right to change your mind and can leave the group discussion at any point without giving a reason, and your participants’ right will not be affected. We would appreciate knowing if your withdrawal was due to interruption in internet access or intentional.

If you leave the discussion or after the end of the discussion, it will not be possible to withdraw your particular contribution to the group, but you can ask us to make sure that anything you said is not quoted in our research reports.

Please contact Sarah Gorin, who is one of the researchers working on the project, to discuss our use of your information. You can email her on [s.j.gorin@soton.ac.uk](mailto:s.j.gorin@soton.ac.uk).

**What will happen to the results of the research?**

Once we have analysed all the information that we have from group discussion, we will be presenting and writing up research reports and briefing papers. Your personal details will remain strictly confidential. We will treat your contribution to the discussion with care and be sure not to include information that can directly identify you.

We will delete the video recordings of the group discussion at the end of the research project. The anonymised transcripts will be deposited digitally in the UK Data Archive, which is a requirement of the Economic and Social Research Council for all the research that they fund, as an investment for the future. You can take a look at the Archive at <https://www.data-archive.ac.uk/> to see how the data is kept secure and only authorised researchers can access it.

**Where can I get more information?**

If you would like more information to help you to make up your mind whether or not to participate in the research, or have any questions about the project, you can contact one of the research team, Sarah Gorin. You are welcome to email Sarah on [s.j.gorin@soton.ac.uk](mailto:s.j.gorin@soton.ac.uk).

**What happens if there is a problem?**

If you have a concern about any aspect of this study, you should contact Sarah Gorin on [s.j.gorin@soton.ac.u](mailto:s.j.gorin@soton.ac.u), who will do her best to answer your questions.

If you remain unhappy or have a complaint about any aspect of this study, please contact the University of Southampton Research Integrity and Governance Manager (023 8059 5058, [rgoinfo@soton.ac.uk](mailto:rgoinfo@soton.ac.uk)).

**Data Protection Privacy Notice**

The University of Southampton conducts research to the highest standards of research integrity. As a publicly-funded organisation, the University has to ensure that it is in the public interest when we use personally-identifiable information about people who have agreed to take part in research. This means that when you agree to take part in a research study, we will use information about you in the ways needed, and for the purposes specified, to conduct and complete the research project. Under data protection law, ‘Personal data’ means any information that relates to and is capable of identifying a living individual. The University’s data protection policy governing the use of personal data by the University can be found on its website (<https://www.southampton.ac.uk/legalservices/what-we-do/data-protection-and-foi.page>).

This Participant Information Sheet tells you what data will be collected for this project and whether this includes any personal data. Please ask the research team if you have any questions or are unclear what data is being collected about you.

Our privacy notice for research participants provides more information on how the University of Southampton collects and uses your personal data when you take part in one of our research projects and can be found at <http://www.southampton.ac.uk/assets/sharepoint/intranet/ls/Public/Research%20and%20Integrity%20Privacy%20Notice/Privacy%20Notice%20for%20Research%20Participants.pdf>

Any personal data we collect in this study will be used only for the purposes of carrying out our research and will be handled according to the University’s policies in line with data protection law. If any personal data is used from which you can be identified directly, it will not be disclosed to anyone else without your consent unless the University of Southampton is required by law to disclose it.

Data protection law requires us to have a valid legal reason (‘lawful basis’) to process and use your Personal data. The lawful basis for processing personal information in this research study is for the performance of a task carried out in the public interest. Personal data collected for research will not be used for any other purpose.

For the purposes of data protection law, the University of Southampton is the ‘Data Controller’ for this study, which means that we are responsible for looking after your information and using it properly.

To safeguard your rights, we will use the minimum personal data necessary to achieve our research study objectives. Your data protection rights – such as to access, change, or transfer such information - may be limited, however, in order for the research output to be reliable and accurate. The University will not do anything with your personal data that you would not reasonably expect.

If you have any questions about how your personal data is used, or wish to exercise any of your rights, please consult the University’s data protection webpage (https://www.southampton.ac.uk/legalservices/what-we-do/data-protection-and-foi.page) where you can make a request using our online form. If you need further assistance, please contact the University’s Data Protection Officer ([data.protection@soton.ac.uk](mailto:data.protection@soton.ac.uk)).

**Thank you** *for taking the time to read this information sheet and considering taking part in our research.*