**Participant Information Sheet**

**Research Project Title**

In light of the ‘Prison Crisis’, what are the explanations of, and solutions to, violence within prison? A qualitative study of recently released prisoners’ perceptions of the current prison environment within England and Wales using a GST theoretical framework.

**Who is undertaking the study?**

My name is Thomas Wells, and I am a PhD student from the University of York. My department is Social Policy and Social Work. My research is being supervised by Sharon Grace and Dr Lisa O’Malley.

**What is the purpose of the study?**

The aim of my thesis is to gain an understanding of why violence occurs in English prisons. Through this knowledge I hope to influence future policy and practice to help reduce violent incidents and keep prisoners safe.

**Why have I been invited to take part?**

You have been invited to take part because you have recent experiences inside the prison environment. The knowledge and experiences that you have gained will be extremely useful in informing my research and future policy measures.

**What does taking part involve?**

This research will entail attending a face-to-face interview with me where I will ask you questions about your experiences in prison. You will not be asked to give information about specific events or members of staff, only your opinions and feelings about your experiences. The interview should last about an hour and will be held in a room provided by the probation service or can be held via video call if you would prefer. Please make sure that you read this information sheet carefully and fully, and if there is anything further that you need to know or if you still have concerns about the research, please ask a staff member to email me or my supervisors.

**Do I have to take part?**

After reading this information, if you decide this project is not for you, you have the right not to take part. You are also permitted to leave the interview session at any point and/or not answer any questions. If you wish to take part, please let a member of staff know. You will also be provided with a consent form so that you can give your consent to be interviewed. There will also be an opportunity to ask any questions you might have about the study at this stage.

**What are the benefits and risks of participating?**

There are some minor risks you should be aware of. It is for example possible that accidentally questions may stray into areas which could cause you distress. In such cases there will be the opportunity to take time out and to consider whether to continue. The interviewer will direct you to sources of support if this situation occurs. The interview will be conducted in a socially distanced manner and all covid-related practices will be adhered to at all times. The benefits for participating however, is that your contribution will likely have a positive impact on future research and policies aimed at reducing prison violence.

**Will I be identified in any research outputs?**

It should be stressed that you will not be identified in any research outputs. When analysing the data all participants will be given pseudonyms (different names) in order for them to not be identifiable in the findings of the thesis.

**How will you keep my data secure?**

**For how long will you keep my data?**

**Will you share my information with anyone else?**

All data will be stored on the internal server of the University of York’s Department of Social Policy and Social Work in a secure password protected area. Physical documents such as consent forms, transcripts and sheets containing personal information will be stored in a locked filling cabinet for which only the main researcher will have the key. Anonymised data transcripts will be kept for 10 years from the last requested access. They will also be archived in the UK Data Service by the request of the Economic and Social Research Council (ESRC) if consensually approved by participants. Consent forms will be disposed of three years after completing study. Both audio recordings and basic personal information documents will be disposed of at the end of study. Expected end of study is September 2023. Your names will not appear in the findings of my research. Instead, you will be given pseudonyms (alternative names). None of your personal information shall be shared with anyone else.

**Who is funding the research?**

Economic and Social Research Council (ESRC)

**Who has given approval to conduct the research?**

The approval has been given by the National Research Committee and the Her Majesty’s Prison & Probation Service (HMPPS).

**How do I find out more information?**

Ask the staff members at the Approved Premises if you need more information. The staff members will direct your questions to the researcher.

**Support Services**

If you need general emotional support, call the Samaritans free 24/7 phone number ‘116 123’ or email them at ‘jo@samaritans.org’.

**How do I make a complaint?**

In the first instance complaints should be directed to an appropriate staff member within the probation service who will be directed to the researcher. If the participant is not satisfied, they may approach the Departmental Ethics Committee using the email address: spsw-ethics@york.ac.uk.

**Data Information Sheet**

**Project Research Title**

In light of the ‘Prison Crisis’, what are the explanations of, and solutions to, violence within prison? A qualitative study of prisoners’ and prison staffs’ perceptions of the current prison environment within England and Wales using a GST theoretical framework.

The purpose of this information sheet is to explain how your data will be used and protected, in line with General Data Protection Regulation (GDPR).

**On what basis will you process my data?**

Under the GDPR, the University must identify a legal basis for processing personal data and, where appropriate, an additional condition for processing special category data.

In line with our charter which states that we advance learning and knowledge by teaching and research, the University processes personal data for research purposes under Article 6 (1) (e) of the GDPR:

*Processing is necessary for the performance of a task carried out in the public interest*

Research will only be undertaken where ethical approval has been obtained, where there is a clear public interest and where appropriate safeguards have been put in place to protect data.

In line with ethical expectations and to comply with common law duty of confidentiality, we will seek your consent to participate where appropriate. This consent will not, however, be our legal basis for processing your data under the GDPR.

**How will you use my data?**

Data will be processed for the purposes outlined in this notice and in the main information sheet. All interviews will be audio-recorded (with consent). The device used for audio-recording will be password protected; the audio file will be transferred to the secure University of York encrypted fileserver at the earliest opportunity and then deleted from the recording device. You will be required to provide informed consent for participation. This will include your signature. These consent forms will be kept in a locked cabinet that only the researcher has access to. The primary use of this research is to produce a PhD thesis. The anonymised findings will be analysed, and a research paper submitted to the University and to a journal with the aim of publication. A summary of the findings will also be shared with those who took part in the study and with the Her Majesty’s Prison & Probation Service.

**How will you keep my data secure?**

The University will put in place appropriate technical and organisational measures to protect your personal data and/or special category data. For the purposes of this project, we will ensure that all audio files and interview transcripts are password protected and saved onto the secure University of York fileserver.

Information will be treated confidentiality and shared on a need-to-know basis only. The University is committed to the principle of data protection by design and default and will collect the minimum amount of data necessary for the project.

**Will you share my data with 3rd parties?**

Data will only be accessible to the principal researcher (Thomas Wells). I will request that other researchers have access to the anonymised transcript for future research, but you will have the opportunity to opt out of this at the consent stage.

**Will I be identified in any research outputs?**

You will not be identified in any research output. Names will not be used. Consent will be required for us to use direct quotes in publications, but these will be untraceable back to participants. Participants do not have to consent to this.

**How long will you keep my data?**

Data will be retained in line with legal requirements or where there is a business need. Retention timeframes will be determined in line with the University’s Records Retention Schedule. Anonymised transcripts will be kept for ten years from the end of the study; consent forms will be kept for three years from the end of the study; audio recordings will be deleted at the end of the study.

**What rights do I have in relation to my data?**

Under the GDPR, you have a general right of access to your data, a right to rectification, erasure, restriction, objection or portability. You also have a right to withdrawal. Please note, not all rights apply where data is processed purely for research purposes. For further please contact the researcher.

For this particular study, you have the right to withdraw your data up to two weeks after your interview has taken place.

**Questions**

If you have any questions about this participant information sheet or concerns about how your data is being processed, please contact thomas.wells@york.ac.uk. If you are still dissatisfied, please contact the University’s Acting Data Protection Officer at dataprotection@york.ac.uk.

If you are unhappy with the way in which the University has handled your personal data, you have a right to complain to the Information Commissioner’s Office. For information on reporting a concern to the Information Commissioner’s Office, see [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns).