**PARTICIPANT INFORMATION SHEET**

**Who am I, who are we? Evaluating the impact of virtual working on health and social care practitioners’ professional identity within multidisciplinary teams.**

You are being invited to take part in some research. Before you decide whether to participate, it is important for you to understand why the research is being conducted and what it will involve. Please read the following information carefully.

**What is the purpose of the research?**

We are conducting research on the impact of virtual working on health and social care practitioners’ professional identity within multidisciplinary teams. The purpose of the study is to explore and understand the impact of virtual working upon health and social care practitioners’ individual and collective sense of professional identity. Your participation in this study will take approximately 10 minutes to complete the online questionnaire.

**Who is carrying out the research?**

The data are being collected by Dr Christian Beech and Professor Sharon Williams. The research has been approved by the School of Health and Social Care Research Ethics Committee.

**What happens if I agree to take part?**

You have been invited to take part because you are either a health or social care professional who works as part of an integrated or multidisciplinary team and have experience of working, either for yourself or with other professionals who have, seen an increase in the amount of virtual working since the Covid19 pandemic. If you decide to participate, you will be asked to complete an online questionnaire. The questionnaire will consist of a number of questions that you will be invited to rate your response to followed by other questions that will allow you to enter free text. You will not be asked to provide any personal identifiable information. The findings from this study will feed into future research projects with colleagues working in integrated teams to identify the impact of virtual working on professional identity. We will also aim to publish the results of the study in a prominent journal alongside health and social care news publications.

**Are there any risks associated with taking part?**

The research has been approved by the School of Health and Social Care Research Ethics Committee. There are no significant risks associated with participation.

**Data Protection and Confidentiality**

Your data will be processed in accordance with the Data Protection Act 2018 and the General Data Protection Regulation 2016 (GDPR). All information collected about you will be kept strictly confidential. Your data will only be viewed by the researcher/research team.

All electronic data will be stored on a password-protected computer file at Swansea University. No paper records will be kept. Your consent will be recorded at the start of the online questionnaire through a tick box.

Please note that the data we will collect for our study will be made anonymous, thus it will not be possible to identify and remove your data at a later date, should you decide to withdraw from the study. Therefore, if at the end of this research you decide to have your data withdrawn, please let us know before you leave. Please note that if data is being collected online, once the data has been submitted online you will be unable to withdraw your information.

The lead researcher will take responsibility for data destruction and all collected identifiable data will be destroyed on or before 31st July 2032.

**What will happen to the information I provide?**

An analysis of the information will form part of our report at the end of the study and may be presented to interested parties and published in scientific journals and related media. *Note that all information presented in any reports or publications will be anonymous and unidentifiable*.

**Is participation voluntary and what if I wish to later withdraw?**

Your participation is entirely voluntary – you do not have to participate if you do not want to. Please note that the data we will collect for our study will be made anonymous, thus it will not be possible to identify and remove your data at a later date, should you decide to withdraw from the study. Therefore, if at the end of this research you decide to have your data withdrawn, please let us know before you leave. Please note that if data is being collected online, once the data has been submitted online you will be unable to withdraw your information.

**Data Protection Privacy Notice**

The data controller for this project will be Swansea University. The University Data Protection Officer provides oversight of university activities involving the processing of personal data, and can be contacted at the Vice Chancellors Office. Standard ethical procedures will involve you providing your consent to participate in this study through a tick box at the start of the online questionnaire.

The legal basis that we will rely on to process your personal data will be processing is necessary for the performance of a task carried out in the public interest. This public interest justification is approved by the School of Health and Social Care Research Ethics Committee, Swansea University.

The legal basis that we will rely on to process special categories of data will be processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes.

**How long will your information be held?**

Data will be preserved and accessible **for a minimum of 10 years after completion of the research**. Records from studies with major health, clinical, social, environmental or heritage importance, novel intervention, or studies which are on-going or controversial should be retained for at least 20 years after completion of the study. It may be appropriate to keep such study data permanently within the university, a national collection, or as required by the funder’s data policy.

**What are your rights?**

You have a right to access your personal information, to object to the processing of your personal information, to rectify, to erase, to restrict and to port your personal information. Please visit the University Data Protection webpages for further information in relation to your rights.

Any requests or objections should be made in writing to the University Data Protection Officer:-

University Compliance Officer (FOI/DP)

Vice-Chancellor’s Office

Swansea University

Singleton Park

Swansea

SA2 8PP

Email: dataprotection@swansea.ac.uk

**How to make a complaint**

If you are unhappy with the way in which your personal data has been processed you may in the first instance contact the University Data Protection Officer using the contact details above.

If you remain 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

**What if I have other questions?**

If you want any further information concerning this project, you can contact the principal researcher, Dr Christian Beech on c.l.beech@swansea.ac.uk or Professor Sharon Williams on Sharon.j.williams@swansea.ac.uk