

Participant ID number _____

Covid-19 and VCSE sector

Interview Participant Information Sheet

1. Invitation and Purpose We are inviting you to take part in a research study exploring the impact of COVID-19 on the VCSE sector, in particular, we are interested in the way that COVID-19 has impacted on the way VCSE organisations operate, people management impacts (paid staff and volunteers) and the possibilities for innovation and transformation as a result of COVID-19. The study is being conducted by Nottingham Trent University in collaboration with NCVO and Sheffield Hallam University. The project is funded by the ESRC. Please read the following information carefully before you decide whether or not to take part.

2. Legal Basis for Research Studies The University undertakes research as part of its function for the community under its legal status. Data protection allows us to use personal data for research with appropriate safeguards in place under the legal basis of public tasks that are in the public interest.

All University research is reviewed to ensure that participants are treated appropriately and their rights respected. This study has received favourable ethical opinion from Nottingham Trent University's Schools of Business, Law and Social Sciences' Research Ethics Committee.

Further information can be found at: <https://www.ntu.ac.uk/research/research-environment-and-governance/governance-and-integrity>

3. Why have I been asked to participate? You have been approached about this study because you work or volunteer for an organisation within the VCSE sector and we are interested to hear your views on the impact of COVID-19.

4. Do I have to take part? Taking part in this research is voluntary. If you would prefer not to take part, you do not have to give any reason. If you change your mind you should contact Daniel King (details below) within 5 working days from the interview date and all information related to you will be destroyed. However due to the rapid nature of this research we will not be able to accept withdrawals to the research after 5 working days.

5. What will taking part involve? The interview will take place at a time that is convenient for you, via Microsoft Teams, over the phone, or via other video conferencing software you use within your organisation. Interviews should last approximately 60 minutes. We will ask you about the impact of COVID-19 on your organisation and on the VCSE sector more broadly.

6. What are the possible disadvantages and risks of taking part?

There is minimal risk associated with taking part in this study. You will not be under any pressure to answer questions or talk about topics that you prefer not to discuss, and you can choose to halt or withdraw from the interview at any point. We explain how we will use the information you provide and how we will protect your personal information and confidentiality below. Whilst we will anonymise your responses including your name and the organisation you work for, to be as least identifiable as possible, there is a small chance that members of your organisations, with knowledge of your work or participation, may be able to identify you from the comments used. Should you have any issues with this, or the topics discussed in this research, please raise them with the researcher taking your consent or contact Daniel King.

As previously, mentioned, your response will be anonymised, and a random number or pseudonym will identify the information you provide. Full data protection will be in place. It is important to remind you that you have up to five working days after the interview day to withdraw your data. Whilst we

will anonymise your responses to be as least identifiable as possible, there is a small chance that members of your organisations, with knowledge of your work or participation, may be able to identify you from the comments used. Where possible, we will endeavour to ensure that any statement that you make will not be traced back to you. We do not anticipate that there are any risks in taking part.

7. What are the possible benefits of taking part? Your participation will help identify ways that COVID-19 has impacted the VCSE sector. By participating in this study, it could help other organisations understand the impact of COVID-19 on the sector and inform policy and practice for the future.

8. How will my confidentiality be protected? We usually prefer to record the interview, with your consent. This allows us to accurately reflect what is said. The recording will be transcribed (written out), by a University approved, GDPR compliant, transcription service. After this, any names or identifying information will be removed and a random number or pseudonym will identify the information you provide so that we can keep your data confidential.

Specific quotes and general findings will be used in the outputs from this research, but these will not include any identifying information regarding you, your organisation or any other identifiable data. Confidentiality will only be broken in circumstances where the researcher is concerned that there is a risk of harm to you or someone else. In this instance the researcher must report this information to the relevant agency that can provide assistance.

However, you will be given the option for yourself and your organisation to be named in the reports and publications that we produce. You will be asked to inform us if you choose to waive your right to anonymity on the consent form that accompanies this information sheet.

Data will be stored on NTU secure servers and only members of the research team will have access to recordings, transcripts and observation notes during the project using their NTU login details.

9. What will happen to my data during the study and once the study is over?

All interview recordings will be destroyed after the publication of the research. Upon completion of the research, the transcript of the interview will be deposited in the [UK Data Service](#), which is an archive of research data and will preserve data for at least ten years. We will endeavour to anonymise the data by removing all information that can directly identify you and your organisation prior to the transcript being deposited in the UK Data Service. Any anonymous data, which could not lead to the identification of either you or your organisation, including analysed data and interview transcripts, will be publicly available. This will allow anyone else (including researchers, businesses, governments, charities, and the general public) to use the anonymised data for any purpose that they wish, providing they credit the University and research team as the original creators. However, if you could potentially be identified through other information in the interview, particularly if you waive your right to anonymity for quotes in the reports and other publications we produce, only approved researchers will have access to this data for the purposes of ethically approved research, and they will be required, ethically and legally, to work to protect your identity.

10. How will the data be used? We will use data from your interview to inform our final reports – which will be publicly available – as well as presentations and academic publications. If you are interested, copies of final reports will be available on request. Some video clips of the interviews will be used for publicity. If we choose to use a clip, we will edit this clip and send it to you using a ZendTo as a secured file transfer. A second form where you can consent to using this clip will also be sent to you. We will post this to the relevant channels (Twitter, websites etc) ONLY when you have agreed and signed the consent form or can provide written consent that you have the authority to speak for your organisation.

11. Who can I contact if I have any questions or concerns about the study?

This study is run by Professor Daniel King. You are welcome to contact: daniel.king@ntu.ac.uk (0115 8482694) if you have any queries about this project.

Should you wish to discuss the project and/or your participation with anyone other than the research team, please contact Alistair Bruce, Associate Dean of Research

alistair.bruce@ntu.ac.uk (0115 848 6867).

Your participation is much appreciated.

Yours sincerely

The Research Team
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