

PARTICIPANT INFORMATION SHEET: EXPERT STAKEHOLDER INTERVIEWS

August 2018

Study Title: RESEARCH INTO THE EDUCATIONAL PSYCHOLOGY
WORKFORCE IN ENGLAND

Investigator(s): Professor Clare Lyonette, Gaby Atfield, Beate Baldauf and Dr David Owen (IER)

Introduction

You are invited to take part in a **telephone interview** as part of a research study commissioned by the Department for Education. Before you decide whether to take part, you need to understand why the research is being done and what it would involve for you. Please take the time to read the following information carefully. Talk to others about the study if you wish. Please ask us (using the contact information given below) if there is anything that is not clear or if you would like more information.

What is the study about?

The Department for Education (DfE) has commissioned this piece of research to gather evidence on the distribution and demographic characteristics of the current educational psychologist (EP) workforce in England, with a particular focus on the Local Authority EP workforce.

The aim of the project is to map any existing and projected EP shortages and allow the Department for Education to make robust, evidence-based decisions regarding any future reforms to the EP training provider commissioning model. The data is being collected on behalf of the DfE.

Do I have to take part?

It is entirely up to you to decide. If you choose to participate in a telephone interview, you will be asked to complete the electronic consent form at the bottom of this webpage and to provide verbal consent at the time of the interview.

What will happen if I choose to take part?

If you are happy to take part after reading this information sheet, please complete the consent form below. At this point, your name, telephone number and email address will be requested for the interview but this will not be passed on to any third parties: it will be kept securely in a password-protected folder at the University of Warwick for the purposes of the research and will only be accessible to the researchers. We will then contact you to arrange a telephone interview to ask you about your own views on the research topic. The researcher will call you on the date and time agreed. **The interview should last around 30-45 minutes and will be audio-recorded if you agree** (if you would prefer not to be audio-recorded, the interviewer will take notes during the interview). You can tell us your preference on the consent form.

What are the possible disadvantages, side effects, risks, and/or discomforts of taking part in this study?

There are no anticipated disadvantages, side effects, risks, and/or discomforts of taking part in this study as the interview focuses solely on your own experiences and assessments.

What are the possible benefits of taking part in this study?

Your views and assessments will contribute to the evidence the DfE is collecting as part of this study and will help to inform how the DfE commissions future Educational Psychologist trainees.

Expenses and payments

There will be no expenses or payments available for participating in the interviews.

Will my taking part be kept confidential?

We will not report your name or anything that would make you personally identifiable in any outputs from the research and all best endeavours will be made to ensure that data in any publications is anonymised. All participants will be given a pseudonym for the purposes of reporting, and any identifying information will be removed to ensure confidentiality. For example, the report may describe interview participants in the following way: 'Jane P (pseudonym), stakeholder in a Local Authority with no local EP training provider'. Your interview data will be stored safely in a password-protected folder at the University of Warwick and will only be accessible by the research team. Contact details will not be stored in the same file as your interview data. The IER and its data storage procedures are fully compliant with GDPR. Please see the privacy notice below for more details about the personal data we will collect from you and how it will be used.

What will happen when the study ends?

A report will be published on Gov.uk. The pseudonymised data will be stored securely at the University of Warwick and then destroyed after 10 years. Your contact details will be destroyed securely after the end of the project. You will not be contacted again about this or other research unless you sign up to participate in a future research project.

What will happen to the results of the study?

The results of the study will be published in a final report on Gov.uk. A peer-reviewed article may also be prepared for publication in an academic journal. If you do not wish for your data to be included in an academic publication, please indicate this while completing the consent statements or let us know at the time of the interview.

What will happen if I don't want to carry on being part of the study?

Participation in this study is entirely voluntary. Refusal to participate will not affect you in any way. If you do agree to participate, you may withdraw from the study at any time: there will not be any consequence of this. You have the right to withdraw from the study completely and decline any further contact by study staff after you withdraw.

Who has reviewed the study?

This study has been reviewed and given favourable opinion by the University of Warwick's Humanities and Social Science Research Ethics Committee (HSSREC). HSSREC approval was given on 11th July 2018, Reference number: **134/17-18**.

Who is organising and funding the study?

The Department for Education (DfE) is organising and funding this study, which will be carried out by the Institute for Employment Research (IER) at the University of Warwick as the data processor. For the purpose of data protection legislation, the University of Warwick is the data processor and the DfE are the data controllers for this project.

Who should I contact if I wish to make a complaint?

Any complaint about the way you have been dealt with during the study or any possible harm you might have suffered will be addressed. Please address your complaint to the person below, who is a senior University of Warwick official entirely independent of this study:

Head of Research Governance

Research & Impact Services
University House
University of Warwick
Coventry
CV4 8UW
Email: researchgovernance@warwick.ac.uk

Tel: 024 76 522746

Please see the privacy notice below for details of how to get in touch if you wish to discuss or make a complaint about our use of your personal data.

If you wish to make a complaint to the DfE about this project, please contact:
Kelly.WALKER@education.gov.uk

What if I want more information about the study?

If you have any questions about any aspect of the study, or your participation in it, not answered by this participant information sheet, please contact:
C.Lyonette@warwick.ac.uk.

If you wish to speak to the DfE about this project, please contact:
Kelly.WALKER@education.gov.uk

Thank you for taking the time to read this Participant Information Sheet.

PRIVACY NOTICE

How we will ensure that we are using your personal data fairly and transparently in accordance with the requirements of the General Data Protection Regulation (GDPR) for:

Study Title: RESEARCH INTO THE EDUCATIONAL PSYCHOLOGY WORKFORCE IN ENGLAND

Who we are

The Department for Education (DfE) is organising and funding this study, which will be carried out by the Institute for Employment Research (IER) at the University of Warwick as the data processor. For the purpose of data protection legislation, the DfE is data controller for any personal data processed as part of this project.

How we will use your personal data

We have received your name and work email address from the DfE in order to invite you to participate in this research. If you agree to participate, we will ask you for your telephone number in order to arrange and carry out your interview. We will use data about your job title, employment sector and local authority (where relevant) to collate and analyse the research findings.

The nature of your personal data that we will be using

The categories of personal data that we will be using for this project are:

First name

Surname

Work email address

Work or personal telephone number

Job title

Sector of employment (e.g. public/private/third sector)

Local Authority (where relevant)

Why our use of your personal data is lawful

Under the GDPR, we are required to have a lawful basis for processing your personal data. For the purpose of this project, the lawful basis is that processing is necessary to perform a task in the public interest (i.e. providing unbiased research evidence for the DfE to make an informed decision regarding any future reforms to the EP training provider commissioning model).

Who will have access to your personal data

Access to your personal data will be restricted to members of the Warwick Institute for Employment Research project team for this research project. We will not report your name or anything that would make you personally identifiable in any outputs from the research and will use our best endeavours to ensure that data in the report is anonymised. All participants will be given a pseudonym for the purposes of reporting, and any identifying information will be removed to ensure confidentiality. For example, the report may describe interview participants in the following way: 'Jane P (pseudonym), stakeholder in a Local Authority with no local EP training provider'. Your interview data will be stored safely on a password-protected folder at the University of Warwick and will only be accessible by the research team. Contact details will not be stored in the same file as your interview data. The IER and its data storage procedures are fully compliant with GDPR. The pseudonymised research data will be made available to the Department for Education (DfE) but they will not have access to any individual interview summaries, names, email addresses, telephone

numbers and other identifying details of participants. The collated research findings will be published in a research report but none of your personal data will be included in the report.

How long we will keep your personal data

We will retain your pseudonymised data for ten years in accordance with the University of Warwick retention requirements for research data. Your contact data will be destroyed after the end of the project.

Your data protection rights

Under certain circumstances, you have the right:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated decision-making.

If you need to contact us regarding any of the above, please email the University of Warwick's Data Protection Officer at infocompliance@warwick.ac.uk. For further details see <https://warwick.ac.uk/services/idc/dataprotection/datasubjectrights>

Your right to complain

If you are unhappy with our use of your personal data, please let us know by contacting

Head of Research Governance

Research & Impact Services
University House
University of Warwick
Coventry
CV4 8UW
Email: researchgovernance@warwick.ac.uk

You can also contact the **Department for Education's Data Protection Officer** via gov.uk by marking your correspondence as for the attention of the 'DPO'.

Alternatively, you have the right to raise any concerns with the Information Commissioner's Office (ICO) via their website at <https://ico.org.uk/concerns/>.