

# Participant Information Sheet and Data Protection Privacy Notice for Foster Carers /Questionnaire/

**Name of department:** [CELCIS \(Centre for Excellence for Looked After Children in Scotland\)](#)

**Title of the study:** [Relationships in Foster Care Professional Role – Qualitative Study](#)

## Introduction and Purpose

We are a small team of researchers at CELCIS (Centre for Excellence for Looked After Children) and we are studying loving relationships in care settings. The team is led by Dr Vicki Welch (Senior Research Fellow) and includes experienced researchers – Dr Lucia Hargašová (Visiting Researcher from Slovakia), Dr Ian Milligan (International Project Advisor), Dr Charlene Plunkett (Research Associate), Nadine Fowler (Research Associate) and Ben Farrugia (Head of Development and Innovation). Our contact details are given below.

We want to find out what it takes to be a foster carer. We are interested in understanding all kinds of perspectives and experience of people involved. Apart from foster carers, we will engage care leavers, first-line managers/supervisors and academics. The study will help to understand the complexity of foster carers' work and relationships and may offer a lead on how to support foster carers and children in care.

## Do I have to take part?

It is up to you; no one will put pressure on you either way. It is ok to decide not to take part (or dropout during the study) this won't affect how you are treated by the researchers or anyone else. Also, we can delete anything you want to withdraw (unless it has been already used in a report).

## What will I do in the project?

- **Foster Carers** will be invited to join an online questionnaire and in later stage to join an

interview. A questionnaire will contain questions about what it means to be a foster carer and can take around 20 min. to complete. Each interview will last 60-90 minutes and its scope will be to deepen answers from questionnaire and explore the topic more.

- **Other participants involved in the study:** Care Leavers, First-line Supervisors and Managers, Academics.

## Why have I been invited to take part?

We think you as a foster carer may have important knowledge about your own work.

## How will you protect me and my information?

We will take great care of information you share with us. We use secure filing areas locked cupboards and password protected encrypted computer files to make sure that only the researchers and our administrator see what you have told us. We will store the information for three years after the end of the study in case there are any follow-up questions. In our reports or papers, we might use the words you say, but we will not include your name (questionnaire is fully anonymised), or say anything else that would help someone work out who you are.

You should also read the Data Protection Privacy Notice below.

## Are there potential risks to me in taking part?

We do not feel there are any risks to taking part and we expect most people to enjoy the process. Anytime you feel uncomfortable or not willing to answer the

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question, you can skip it, or you can decide anytime not to finish the questionnaire.

### What happens next?

If you take part in a questionnaire, the first question will ask you to confirm you have seen this information sheet and that you want to go ahead.

If you decide not to take part, you do not need to do anything further, thanks for considering it.

After the study is finalised we will put a summary of the study findings on the CELCIS website (after February 2019): [www.celcis.org](http://www.celcis.org). You will be very welcome to access it there.

The University of Strathclyde is registered with the Information Commissioner's Office who implements the Data Protection Act 2018. All personal data on participants will be processed in accordance with the provisions of the Data Protection Act 2018.

*Thank you for reading this information – please ask any questions if you are unsure about what is written here.*

### Researcher and Chief Investigator contact details

You can contact the research team by phone or email at any time to ask questions about the study.

Chief investigator: Vicki Welch

[vicki.welch@strath.ac.uk](mailto:vicki.welch@strath.ac.uk) 0141 444 8505;

Researchers: Lucia Hargašová

[lucia.hargasova@strath.ac.uk](mailto:lucia.hargasova@strath.ac.uk) 0141 444 8518

OR Charlene Plunkett 0141 444 8554

[charlene.plunkett@strath.ac.uk](mailto:charlene.plunkett@strath.ac.uk) OR Nadine Fowler  
0141 444 8589 [nadine.fowler@strath.ac.uk](mailto:nadine.fowler@strath.ac.uk)

Or you can write to: Dr Vicki Welch, CELCIS,  
University of Strathclyde. Curran Building. Level 6, 94  
Cathedral Street, Glasgow G4 0LG

### Ethics

This investigation was granted ethical approval by the Strathclyde School of Social Work and Social Policy Ethics Committee.

If you have any questions/concerns, during or after the investigation, or wish to contact an independent person to ask questions or seek further information, please contact:

Daniel Heap (Convenor), School of Social Work and Social Policy Ethics Committee. Lord Hope Building.  
141 St James Road, Glasgow. G4 0LT.

[dan.heap@strath.ac.uk](mailto:dan.heap@strath.ac.uk) 0141 444 8629

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### Data Protection Privacy Notice

The University of Strathclyde is committed to telling you about how it is using your personal data and to make sure it acts legally in relation to data protection laws. This section, or 'privacy notice' sets out important information regarding how we will use your information and your rights under the legislation. It is important that you read this notice before you provide your information or agree to your information being shared with the University.

The University of Strathclyde is a data controller under data protection legislation. Any enquiries regarding data protection should be made to the University's Data Protection Officer at [dataprotection@strath.ac.uk](mailto:dataprotection@strath.ac.uk).

### What information will we collect and use?

For foster carers involved in the Questionnaire we will collect and use the following information that participants provided directly in a questionnaire:

- opinions and views described when answering the questions;
- location, role or job specification, education and qualifications, family status etc.

None of these will be connected to your name or address (as we will not ask for those details).

### Why are we collecting/using this information?

As explained in the Participant Information Sheet, the Centre for Excellence for Looked After Children (CELCIS) is conducting research on foster carers role. We are collecting and using information about you only where you consent to this happening.

Please note – the only time we may share information about you without your consent is when we think you or someone else is at risk of harm.

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### Where is data stored and for how long?

All information about you, either on paper or recorded electronically, will be stored in secure filing areas at CELCIS offices or on University systems (University of Strathclyde or Slovak Academy of Sciences). We retain the information for three years after the end of the study after which it is securely destroyed.

### Your rights

You have the right to access the personal information that is held about you by the University. Further details are set out on the University's data protection webpages:

<https://www.strath.ac.uk/dataprotection/accessingyourpersonaldata/>.

You have the right to withdraw consent at any time. You also have the right to ask us to correct any inaccurate personal information we hold about you, to delete personal information, or otherwise restrict our processing, or to object to processing or to receive an electronic copy of the personal information you provided to us.

### How do I raise any concerns?

If you wish to discuss the research exercise, or you wish to withdraw consent you should contact the research staff listed above. If you have any concerns/issues with the way the University has processed your personal data you can contact the Data Protection Officer at: [dataprotection@strath.ac.uk](mailto:dataprotection@strath.ac.uk).

You also have the right to lodge a complaint against the University regarding data protection issues with the Information Commissioner's Office (<https://ico.org.uk/concerns/>).