**Research planning template**

**This document has been designed to help you plan your research and to be used when applying for a research governance approval.**

Please provide the following details about the piece of research you are planning to carry out. You can use this document as a planning template to collate the necessary details before the study begins. Share the document with the team involved in the research.

The term ‘research’ is used to cover a range of research-like activities, including ‘project’, ‘consultation’, ‘engagement’, ‘study’ and others.

If you have any queries, contact [research@essex.gov.uk](mailto:research@essex.gov.uk). The team can provide guidance and advice and the earlier you involve them in the design of your project, the more effective their contribution can be. You do not have to wait until your document is complete.

Please fill out all sections to the best of your knowledge. If you believe some sections are not applicable to you, state clearly why this is the case.

Please note the section on ethics is applicable to all research projects and should be completed.

After you have completed this form, send it to [research@essex.gov.uk](mailto:research@essex.gov.uk) together with all your research materials. We will contact you within 5 working days to inform you of the progress of your application.

With new information legislation in place (GDPR 2018, Data Protection Act 2018), ‘privacy by design’ needs to be considered at the beginning of any project. **Please discuss your work with the Information Governance team**. Although this document asks about data privacy, Research Governance cannot provide adequate advice on the data privacy element of your work.

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| **Version control – Research planning template** | | | |
| **Version no.** | **Date** | **Author** | **Comments** |
| 1.0 | 20/02/2015 | Katerina Glover | Launch of this template |
| 1.1 | 07/04/2015 | KG | Minor alteration to title |
| 1.2 | 04/08/2015 | KG | Update of web links |
| 1.3 | 21/09/2015 | KG | Use of colour within boxes |
| 1.4 | 26/09/2016 | KG | Update of contacts and web links |
| 1.5 | 24/08/2017 | Bhupinder Mann | Update to organisational aims |
| 1.6 | 01/10/2018 | KG | Updates regarding GDPR, team titles and web links, guidance, addition of templates |
| 1.7 | 17/07/2019 | Poppy Reece | Updated Essex Insight links to Essex Open Data |
| 2.0 | 25/11/2019 | KG | Update of contacts |

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| **Research title:** |  |
| **Date of application:** |  |

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| **Version control** | | | |
| **Version no.** | **Date** | **Author** | **Comments** |
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| **Have you already applied for a research governance/ethical approval elsewhere?** | No | Yes  If yes, please state where from and what the result was. Please contact the Essex County Council Research Governance Group, as you may not need to fill out the rest of the application. |
| **The research will be conducted by:** | ECC staff only  ECC staff and a partner organisation/s  Organisation external to ECC – i.e. the work is commissioned out  Student research (both undergraduate and postgraduate)  Other – please specify: | |
| **Is it a statutory duty to do this work?** (e.g. statutory consultation) | No | Yes  If yes, please provide more details: |
| **Under what legal basis are you collecting data?[[1]](#footnote-1)** | Public task in the public interest (‘public task’)  Consent  Legitimate interest  Vital interest  Contract  Legal obligation | |
| **Does your organisation/team have a published privacy notice that covers this piece of work?[[2]](#footnote-2)**  (to view ECC privacy notices, visit [www.essex.gov.uk/privacy](http://www.essex.gov.uk/privacy))  (include the link in your research materials) | Yes – please insert the web link to the privacy notice:  No, but another privacy notice is applicable to this work - please insert the web link to this privacy notice:  No, but we are preparing one now and this will be in place before the work starts  No | |
| **When do you plan to start collecting data?:** |  | |
| **When do you plan to finish (‘submission’ of a final report or other product):** |  | |
| **Key research tasks and their approximate timings:** (you may wish to draw on your project plan, but focus on research milestones and not the wider project milestones) |  | |

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| **Person commissioning this piece of research**  (this may be a Commissioner, Head of Operations etc.) | |
| Name: |  |
| Organisation: |  |
| Address: |  |
| E-mail: |  |
| Telephone number: |  |

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| **Sponsor of this piece of research**  (i.e. the person/organisation that takes on responsibility for confirming there are proper arrangements to initiate, manage and monitor, and finance a study) | |
| Name: |  |
| Organisation: |  |
| Address: |  |
| E-mail: |  |
| Telephone number: |  |

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| **Person seeking research governance approval**  (i.e. the person who takes overall responsibility for the design, conduct, leading/managing and reporting of the study) | | |
| Name: |  | |
| Organisation: |  | |
| Address: |  | |
| E-mail: |  | |
| Telephone number: |  | |
| Is this person the key contact regarding this application? | Yes | No  If not, who is the key contact?  Name:  E-mail:  Telephone number: |

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| **Research team** | | | |
| Please list the names, job titles and e-mails of any additional individuals who will be involved in this work.  Note that all the individuals involved need to agree to their responsibilities and to adhere to the standards and ethical principles covered in this application. If you do not know these individuals, this may be achieved by sharing this application with the research team or by briefing them prior to fieldwork. | | | |
| **Name** | **Job title** | **Role/responsibility in the research** | **e-mail** |
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| **ECC Strategic Aim this work is contributing to (tick all that apply):** | | |
| 1 | Enable inclusive economic growth |  |
| 2 | Help people get the best start and age well |  |
| 3 | Help create great places to grow up, live and work |  |
| 4 | Transform the council to achieve more with less |  |

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| **Contextual background of the research** |
| ***Points to cover:***   * Provide brief general background to the study, including the key terms (explain abbreviations used). * Why is this study being carried out? Why is this study important and what do you want to find out that is not known already? * What existing sources of evidence (including internal documents) have been considered? What are the key findings from these sources and how have they informed the current study?   ***Useful information:***   * Essex Open Data (<https://data.essex.gov.uk/>) offers a wealth of local and national data and information, as well as documents such as Joint Strategic Needs Assessment and consultation results reports. |
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| **Aim and objectives** |
| ***Points to cover:***   * What are the key questions you wish to answer by this study? |
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| **What will be the benefits of this work to the residents of Essex?** |
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| **What methods and techniques will you use to answer your research questions?** |
| ***Points to cover:***   * Please list the methods that will be used to collect data, e.g. questionnaire, interview, focus group or data that already exists in systems. * Briefly explain what these methods will entail – their duration, number of occurrences, general content, arrangements to capture data (e.g. do you intend to voice record, photograph or film individuals or groups? If so, consider how you will obtain permission for this from participants). * Why have you selected this method(s)? How appropriate is it for the participants you wish to engage with? * Have you tested, or are you planning to test your approach? If so, what did you learn from testing and how did you alter your methodology? * How have you ensured that the research will be well received by and accessible to the group that you are studying or collecting information about?   ***Useful information:***   * Consultations.essex.gov.uk is the corporate platform for online surveys. To get access for your team, please contact [research@essex.gov.uk](mailto:research@essex.gov.uk). * For more guidance about accessibility and inclusive communication, contact Inclusive Communication Essex (ICE) on [www.essexice.co.uk](http://www.essexice.co.uk) or the Research & Citizen Insight team (Corporate & Customer Services) on [research@essex.gov.uk](mailto:research@essex.gov.uk). |
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| **Sample details – your participants** |
| ***Points to cover:***   * Describe the group that you are studying or collecting information about. How many people are in this group (i.e. the full sample)? * How will you select the sample of participants from this group? * Please specify the size of the sample you want to achieve (i.e. how many people will be involved). How representative is it compared to the whole group? * Will the study involve groups/people who could be viewed as vulnerable?   ***Useful information:***   * This information will be useful for the Equality Impact Assessment that will need to be completed for the project this study is part of. This is to ensure that potential disadvantages suffered by people due to their protected characteristics are removed or minimised and that steps are taken to meet the needs of people from protected groups, if they are different from the needs of other people. (Protected characteristics include: age; gender; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race and ethnicity; religion and belief; and sexual orientation)   For more information visit <http://intranet.essex.gov.uk/Pages/EqIA.aspx> or contact the Equalities & Partnerships team (Corporate & Customer Services) on [ecc.equalities@essex.gov.uk](mailto:ecc.equalities@essex.gov.uk) or [shammi.jalota@essex.gov.uk](mailto:shammi.jalota@essex.gov.uk). |
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| **Barriers and limitations of your sample** |
| ***Points to cover:***   * What may prevent you from involving the required number of participants? * In what ways may your sample be limited? How could this impact on your results? * What will you do if you do not recruit enough participants (e.g. further recruitment; reflection on this limitation in your final report)? |
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| **Participant recruitment and access to participant details** |
| ***Points to cover:***   * How will you recruit your participants? How will you contact them? Do you have access to their contact details? Have they given permission to be contacted for this purpose? * If you will require the help of gatekeepers (e.g. other people/organisations), have you secured their support? Have you agreed how you will share participants’ details and how you will do this securely, complying with current information legislation? * If recruitment will be done by somebody else on your behalf, how will you monitor this?   ***Useful information:***   * If you are unclear about your responsibilities under the new information legislation (Data Protection Act 2018, GDPR 2018), visit <https://ico.org.uk/> or seek guidance from the Information Governance team on [informationgovernanceteam@essex.gov.uk](mailto:informationgovernanceteam@essex.gov.uk) or call 03330 139824. |
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| **Data and analysis** |
| ***Points to cover:***   * What kind of data or information will you be collecting (e.g. qualitative, quantitative)? * How do you plan to analyse and make sense of the information you gathered? (analytical techniques, e.g. content analysis, textual analysis, statistical tests). Are you planning to match any new data you gather with existing datasets (e.g. Mosaic adult social care system, Experian Mosaic customer segmentation), whether internal or external? * Will the data collected be used for any purposes other than this study? (If this is something you are considering, make this clear to the participants and obtain appropriate permission from them.)   ***Useful information:***   * For further guidance around ethical implications of matching various data sets and using data science techniques, please view the Data Ethics Framework (2018) at <https://www.gov.uk/government/publications/data-ethics-framework/data-ethics-framework>. |
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| **Estimated resource requirements** | |
| **Funder / Budget holder of this piece of research** | |
| Name: |  |
| Organisation: |  |
| Address: |  |
| E-mail: |  |
| Telephone number: |  |
| ***Points to cover:***   * Is there a budget? How much? * What will be the costs of this work? Consider hiring costs, travel, refreshments, printing costs, time, skills (if you do not have the relevant skills in your team, have you arranged to get these from elsewhere?)   ***Useful information:***   * Gathering the views of the public can be resource intensive. Consider what resources you may need, for example: translators, visual impairment and other guides, money to reimburse travel expenses * A single focus group may cost around £500 if you need to employ certain professionals, such as interpreters, assistants and others. * Please note that ECC’s general stance is to reimburse participants for their travel expenses and provide refreshments during events. However, participants are understood as volunteers and thus not paid for their time. For more information contact the Research & Citizen Insight team (Corporate & Customer Services) on [research@essex.gov.uk](mailto:research@essex.gov.uk). | |
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| **Ethics** | |
| Please review the most frequent ethical risks and issues listed below. Explain how you will manage these risks and issues within the context of your study. Outline what you will do to minimise these risks and what actions you will take if they were to occur. **Please do not cut and paste answers from other documents as these will not be relevant to your study.**  Please note that with the implementation of new information legislation (GDPR 2018, Data Protection Act 2018), individuals’ rights around data privacy have been extended.  You need to **be clear under what legal basis you are carrying out this work**. For local authorities, ‘public task in the public interest’ tends to be the most applicable. If this is the case, you no longer need for your participants to sign an ‘informed consent form’ (see the end of document for some examples). However, research still needs to follow ethical principles - individuals still have a choice around whether they take part and they can withdraw their participation at any time. You still need to inform your participants about the purpose of your research and how data will be managed (using a participant information sheet – see Supporting materials in the appendix - and a privacy notice) and ask for their permission to take part. This can now be verbal rather than written. Please avoid using the term ‘consent’, as this now has a very specific legal meaning under GDPR 2018.  The above does not apply if your legal basis for collecting data is ‘consent’!  For research design and ethics guidance, please contact [research @essex.gov.uk](mailto:research.governance@essex.gov.uk).  For guidance around GDPR, please contact the Information Governance team on [informationgovernanceteam@essex.gov.uk](mailto:informationgovernanceteam@essex.gov.uk) (033301 39824).  ***Useful information:***   * For more details on the safeguarding procedures, see Essex Safeguarding Children Board (<http://www.escb.co.uk/>), Essex Safeguarding Adults Board (<http://www.essexsab.org.uk/>) and the SET procedures (Southend, Essex and Thurrock procedures) on both of these websites. Safeguarding is particularly relevant for those working with vulnerable groups or exploring sensitive topics. * In case you are working alone, you will need to follow the ECC Code of Practice for Lone Working and complete the Lone working risk assessment. More information at: <http://intranet.essex.gov.uk/Pages/Health_and_Safety_Policy_and_Procedures.aspx> (HSP 9.05 Lone working) * DBS checks are now required only for those with jobs falling within the new definition of ‘regulated activity’. To check, please look at the DBS decision tree on the following website: <http://intranet.essex.gov.uk/Pages/eCRB.aspx> | |
| **Ethical issue** | **How we will deal with the issue in this study.** |
| How will you obtain participants’ permission to take part in the study (or ‘informed consent’ in case your legal basis is ‘consent’)? |  |
| Are you capturing any data using photographs, voice or film recording equipment? If so, how are you obtaining participants’ permission for this?  Are you using encrypted devices? |  |
| How will you inform the participants that their participation is voluntary and that they can withdraw from the study?  How can participants withdraw from the study if they wish?  If you are unable to remove their data once data is aggregated, what will be the latest date by which participants can withdraw from the study? |  |
| How will you protect the physical and emotional wellbeing of the   1. participants and 2. researchers?   Please list any issues that may arise in your study and how you will deal with them.  For example, consider situations when researchers may be working on their own – what will you need to do to ensure their safety? |  |
| How will you protect the identity of your participants? (anonymity) |  |
| How will you maintain the confidentiality of the personal information and views shared during the study? |  |
| How will you protect the safety of children or vulnerable people (if applicable)? |  |
| Under what circumstances may you need to break confidentiality and what processes are there in place to deal with this? |  |
| How will you manage participants’ expectations of taking part in the study? |  |
| Are there any relevant organisations/sources of information whose contact details you may need to provide to the participants? |  |
| What will you do if an individual lacking the capacity to give permission/consent (and/or not understanding what their engagement in your study means) appears in your sample group? |  |
| How and to whom will participants be given an opportunity to complain if they feel the need to do so? |  |
| What ethical risks may arise if matching any new data you gather with existing datasets, whether internal or external? |  |
| *Please add any other ethical issues that may apply to your study which have not been covered above.* | |
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| **Information/data handling and storage** |
| ***Points to cover:***   * How will your information be stored and how secure will it be (i.e. in an electronic or physical version)? * Who will have access to ‘raw’ data (i.e. data that has not been analysed yet)? * How long will you store the information for? How will you dispose of it when it is no longer needed? * How and who will information be shared with (if applicable)? * How will you make your participants aware of this?   To ensure your study is compliant with data protection and ECC policies, please contact Information Governance ([informationgovernanceteam@essex.gov.uk](mailto:informationgovernanceteam@essex.gov.uk); 033301 39824). The team will assist with an information governance impact assessment (IGIA) which covers information security, data quality and privacy.  Follow <http://intranet.essex.gov.uk/Pages/Privacy_Impact_Assessments.aspx> for initial guidance and to obtain appropriate documents.  To submit your IGIA, please raise a request on the online portal by following:  Raise new incident or request > Information services > I want something new or changed > Information Governance > Information Governance Impact Assessment (IGIA) and Privacy Impact Assessment (PIA) Request.  ***Useful information:***   * UK Data Archive – Managing and sharing data: Best practice for researchers, 3rd edn, May 2011, <http://www.data-archive.ac.uk/media/2894/managingsharing.pdf> |
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| **Communication of the study / Dissemination of findings** |
| ***Points to cover:***   * How do you plan to use the results and findings from the study? * How are you planning to keep participants and others informed:   + During the study?   + At the end of study when the results are available? * How will the results be shared and who with? Will this be available in the public domain? Please note that ideally your results report should be published on <https://data.essex.gov.uk/> or another platform. |
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| **Management and monitoring** |
| ***Points to cover:***   * Who will be responsible for monitoring that the study progresses as planned and that all those involved in the study understand their roles and responsibilities? * How will you ensure that all those involved in the project adhere to the design of the study, the methods of delivery and the ethical ‘promises’ made here (i.e. How will you ensure consistency across the whole team)? |
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| **Reputational risk** |
| ***Points to cover:***   * Consider whether the topic you are exploring, the decision to be taken, or the methods you are planning to use may attract strong interest from the media or the residents. May this cause political or reputational risk to the organisation?   ***Useful information:***   * For more advice, contact Communications & Marketing (Corporate & Customer Services): [jessica.baldwin@essex.gov.uk](mailto:jessica.baldwin@essex.gov.uk), [karen.yates@essex.gov.uk](mailto:sandy.eaton@essex.gov.uk) (Communications and Marketing Managers). |
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| **Supporting documentation**  Please provide us with the documentation that is relevant to your study, so that it can be considered together with the rest of the form. |
| Outlines of advertisements / promotional materials / introductory letters  Questionnaires / interview schedule / focus group schedule  Participant information sheet  *If applicable: Informed consent forms*  Other documents – please list: |

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| **Applicant’s signature:** |
| By signing, or returning this form electronically, I confirm that the information supplied is correct at the time of submission. All roles mentioned in the guidance have been identified and all the individuals involved, including myself, agree to their responsibilities and to adhere to the standards and ethical principles covered in this application. |
| Signature:       Date:      /     / |

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| **Office use only:** | |
| Date received:  Reviewer:  Actions taken:  Final result:  Date: | /     /             /     / |

**Appendix - Supporting materials**

*You may wish to use these as inspiration. Make sure your documents are applicable to your study!*

List of supporting materials:

1. Introduction to a survey (applicable to paper or online surveys)
2. Participant information sheet
   * Example A
   * Example B
3. Research data retention schedule – used by Research & Citizen Insight (Corporate & Customer Services)

**1. Introduction to a survey (applicable to paper or online surveys)**

Essex County Council is beginning the process of redesigning the current service offer for XX which is provided by XX. To support us with this, we are seeking the views of our residents about their experiences of current services to help us in the development of XX.

This questionnaire is aimed at XX.

When talking about support and services throughout the questionnaire, we are referring to the support you may currently get, or have previously received from XX.

Please complete the questionnaire as honestly as you can, your views are important to us. By completing the questionnaire, you agree for your feedback to be used to inform the area of work related to XX services. Your responses will be treated in strictest confidence and will remain anonymous. Your participation is voluntary. If you wish to withdraw your data, please contact XX by XX/XX/XX. After this date, your data will have been combined with that of others and anonymised.

Please respond by XX/XX/XX

Thank you for your help.

If you have any questions, please contact XX.

Essex County Council fully complies with information legislation.  If you would like the full details of how we use personal data, and the rights you have about its use, please go to www.essexcountycouncil.gov.uk/privacy or call 03457 430430.

*[If you have a specific privacy notice, please provide a direct link to it]*

***!! Please note !!:***

*Does your team have a privacy notice? If so, is it clear about how long you are keeping information for, when you may need to break confidentiality (i.e. safeguarding) and that you are not collecting information for commercial purposes?*

*a. If your team has a privacy notice, it is enough to use a summary along the lines of the example above. Include a link to the privacy notice.*

*b. If your team does not have a privacy notice, your introduction will need to be more explicit and include the following - for example:*

‘The information will be kept for up to X years. We will not share your personal details with another agency unless we have concerns that you or another individual may be at a risk of harm or if it is required by law. We do not collect personal information for commercial purposes.’

**2. Participant information sheet**

*A participant information sheet is particularly relevant when doing face to face research, using methods such as focus groups, interviews and ethnography. It increases our transparency around why and how we will use individuals’ data.*

*It provides a participant with basic information about your study, for them to make an informed decision on whether they wish to take part or not. It needs to cover the aim of the study, what you need from the participant, how you will use and protect their data etc. You give this sheet to your participant for them to keep as a point of reference.*

*Structure the document as you want, to be appropriate for the target audience. You may wish to use sub-headings for easier navigation. Larger font may be suitable for visually impaired participants.*

*If you have a detailed privacy notice in place, you may wish to use a ‘layered’ approach, i.e. summary of key points in the participant information sheet, with links to your privacy notice for more detail.*

EXAMPLE A:

**Project title**

**What is it about? / What is the purpose of this study?**

Essex County Council would like to find out about your experiences of XX. We would appreciate your help in giving us your views to help us improve our services.

[e.g. We want to find out what worked well for you when, what could be improved and what is important when XX.]

**What would you like me to do?**

We would like to talk to people who XX. What you tell us is important and will help us to XX [e.g. improve experiences for others].

We would invite you to participate in XX [e.g. a 20 minute telephone call with a member of the project team from Essex County Council].

The discussion will be informal: the project team will have questions to guide you, but you will be in control of the discussion. With your permission, we will audio-record the discussion. This is so we can focus on what you tell us without having to take too many notes. If you don’t want to, we will not audio record the discussion and will take notes only.

**Do I have to participate?**

You do not have to participate. You can change your mind about participating at any time before or during the interview and you can choose which questions you do and do not want to answer throughout. You can change your mind at a later date, too. However, if you want to remove anything you have said, please contact XX by XX/XX/XX. After this date, we will not be able to remove your contributions as they will have been combined with those of others.

**How will you use what I tell you?**

We will write-up notes from our discussion. We will review what you and others have told us, and collate key themes and the findings will be used to help improve services [please be more specific if you can]. We will then produce a report that will be shared with XX, to inform decisions about XX.

**How long will we keep your information?**

We will collect this information under our public task in the public interest (our legal basis) and we will keep your information for up to XX years securely and in line with our procedures. The data controller is Essex County Council. The results report will be kept indefinitely for permanent preservation (where all data will be anonymised).

For more information on how long we keep your data, please refer to our privacy notice on www.XXX, or speak to our member of staff.

**Confidentiality and anonymity**

We will not use your name or anything that can identify you or the person you care for in anything we report on.

If you disclose anything that indicates a risk of harm to yourself or someone else, we have a duty of care to report this to a relevant health or social care professional that will contact you to discuss what further action should be taken. This is the only case where we would break our promise of confidentiality.

**Who can I contact for further information?**

XX

**Thank you for your help, your participation is greatly appreciated.**

*Essex County Council fully complies with information  legislation.  If you would like the full details of how we use personal data, and the rights you have about its use, please go to www.essex.gov.uk/privacy or call 03457 430430.*

*[If you have a specific privacy notice, please provide a direct link to it]*

EXAMPLE B:

**Project title**

We are from XX team at Essex County Council and we are talking to people about their experiences of XX, to inform XX [e.g. service delivery, planning and improvement, service specification].

We are particularly interested in:

* X
* X
* X

Our legal basis for carrying out this work is the ‘performance of a task in the public interest’. The data controller is Essex County Council.

We would like to find out about your experience using XX *[specify the method]*. The *[e.g. interview/ focus group]* should take between *[e.g. 1 and 1.5 hours]*. It is completely voluntary; you can skip any questions or stop the conversation at any time.

We will be taking notes during the interview and these will be used as to prepare a report; however whatever you tell us will be anonymised and you will not be identified. The notes will be treated confidentially and will not be shared outside the XX team.

With your permission we will also voice record the interview. This is to make sure that we have not missed anything you said. This recording will be deleted within XX months/years *[e.g. once all data has been analysed / within 6 months after results report being published]*. Any hard copies of notes will be stored by XX team for a maximum of XX months/years *[e.g. 6 months after the results report is published]* and then destroyed through confidential waste.

The findings from this and several other interviews will be presented in a report. You can request a copy (see below). The research report will be kept indefinitely for permanent preservation (where all data will be anonymised).

If you tell us something which makes us worried that you or anyone else is not safe or need additional help, we will tell a social work team who may contact you about it. You will be told if this should happen.

If you change your mind and wish to withdraw anything you have said, please let XX know by XX/XX/XX. After this date, what you have told us will have been combined with views of other participants,

Thank you for taking the time to speak to us today. If you have any questions, please contact XX.

Thank you for your help.

Essex County Council fully complies with information legislation. If you would like the full details of how we use personal data, and the rights you have about its use, please go to www.essex.gov.uk/privacy or call 03457 430430.

*[If you have a specific privacy notice, please provide a direct link to it]*

**3. Research data retention schedule – used by Research & Citizen Insight (Corporate & Customer Services)**

*Please note that this is not yet included in the ECC corporate retention schedule. You may wish to use this, or adapt to your particular project.*

*Please visit* [*https://www.essex.gov.uk/privacy-community*](https://www.essex.gov.uk/privacy-community) *to see a summarised version.*

Personal data processed will not be retained for longer than is necessary for its lawful purpose.

We capture research data in a variety of formats, including paper (notes taken during interviews, focus groups, observations etc.), electronic (online surveys or transcribed notes), voice (audio recordings taken with your permission) and visual (photographs, selfie-videos or video diaries taken with your permission). These are stored in either secure computer systems or locked cabinets within Essex County Council properties.

Personal data (such as participant contact details, research notes and voice recordings) will be generally kept for up to 6 months after a results report is published. Pseudonymised and anonymised data (such as research notes and partially analysed data) will be kept for up to 5 years. After this time, they will be reviewed and either securely destroyed or retained for permanent preservation in a fully anonymised format. Results reports and trend data (from large scale surveys) will be retained for permanent preservation in a fully anonymised format.

In some cases we may keep your personal information indefinitely for:

* archiving purposes in the public interest;
* scientific research purposes; or
* statistical purposes.

**For more information, see below.**

**Research notes:**

Lists of participant contact details and hard (paper) copies of notes will be securely destroyed up to 6 months after a results report is published. In case paper notes are scanned in, they will be either (a) destroyed up to 6 months after a results report is published, or (b) anonymised and kept for up to 5 years after a results report is published. Alternatively, they may be retained for permanent preservation in a fully anonymised format.

**Voice recordings:**

Voice recordings will be transcribed (in a summarised or verbatim format) and securely destroyed up to 6 months after a results report is published.

**Photographs / videos:**

By default, we will anonymise all photographs (i.e. we will blur individuals’ faces). Photographs will be retained in either an anonymised format for up to 5 years after a results report is published. After this time, they will be either (a) securely destroyed, or (b) retained for permanent preservation in a fully anonymised format.

If we cannot disguise your features, we will ask for your consent around the specific usage of the images.

**Research transcripts (from paper notes, voice/video recordings), either in their raw or partially analysed format, online survey responses:**

This data will be retained in either an anonymised or pseudonymised format for up to 5 years after a results report is published. After this time, it will be either (a) securely destroyed, or (b) retained for permanent preservation in a fully anonymised format.

**Analysed data:**

Quantitative (e.g. frequency tables, percentages) and qualitative (thematic analysis) analysis, in an aggregated and anonymised format.

This data will be retained in either an anonymised format for up to 5 years after a results report is published. After this time, it will be either (a) securely destroyed, or (b) retained for permanent preservation in a fully anonymised format.

**Trend data** (e.g. from the School’s Health and Wellbeing survey and the Essex Residents’ survey) will be retained for permanent preservation in a fully anonymised format, allowing for the identification of longitudinal trends.

**Results reports / presentations / papers:**

These will be retained for permanent preservation in a fully anonymised format.

1. Please seek guidance from the information governance team at your respective organisation and https://ico.org.uk/. [↑](#footnote-ref-1)
2. Please seek guidance from the information governance team at your respective organisation and https://ico.org. [↑](#footnote-ref-2)