**Participant Information Sheet**

**The Roadmap to ensuring achievement of No Homeless Veterans (NHV)**

**Who is undertaking the study?**

A research team at the University of York has been commissioned by Forces in Mind Trust, and working with Riverside, to undertake a piece of research looking at veteran housing, housing pathways and homelessness.

**What is the purpose of the study?**

The main aim of the project is to create a strategy or ‘No Homeless Veteran Roadmap’, to address UK veterans’ homelessness. The research is looking to identify interventions needed to support ex-Service personnel to find and secure appropriate housing and support, while also designing mechanisms that will ensure the Armed Forces can provide all Serving personnel with the best springboard to accommodation upon transition.

**Why have I been invited to take part?**

You have been identified as someone who it would be useful for the research team to speak to based on your experiences as ex-serving personnel.

**What does taking part involve?**

We would like to interview you for up to an hour about your experiences in obtaining the right housing and support on leaving the services. The things we would discuss include: Service history, history of relationships while in (and out of) service, housing experiences and pathways, housing aspirations on leaving the service, housing information and advice services and what was most helpful in terms of advice and support.

We do not need to know any personal details about your time in the services or anything other than your experience of housing. The interview will take place either by telephone or Zoom - you can decide which - or if you wish to meet and talk in person we can try to accommodate this also. The date and time will be whatever is convenient for you. We will record the interview with your consent (only the audio) and only the research team (three people) will have access to this.

**Do I have to take part?**

You do not have to take part in the research. Nothing will happen to any support you have been receiving if you do not take part. You can also stop being part of the research whenever you might want to. If you are unhappy with the interview or any of the questions you can also stop it at any time.

**What are the benefits and risks of participating?**

*Benefits.*

We will give you a small thank-you gift for your time – a £30 shopping voucher. Also, the research will assist other veterans such as yourself by helping us identify the right strategy and interventions needed to support ex-Service personnel to find and secure appropriate housing and support.

*Risks*

We will not ask you anything personal about your experiences in the military, health or support issues. We might accidentally talk about something you might find upsetting, but you do not have to answer any questions if you do not want to and you can stop being part of the research at any time.

**Will I be identified in any research outputs?**

No one will know anything you said, or anything about you, from participating in this research. We will write a report, but it will not have anyone’s names, addresses, any personal details or any information about someone that could identify them. Everything is anonymous.

**What will you do with my data?**

Your data will be anonymous and stored on secure University of York servers and will be accessible only by the three members of the research team. Researchers may use your (anonymous) data at a later date for publication purposes, but the data will always remain anonymous. Further detail on your data can be found in the attached ‘data information sheet’.

**Who is funding the research?**

Forces in Mind Trust - <https://www.fim-trust.org> - is funding this research.

**Who has given approval to conduct the research?**

The research team has approval from Forces in Mind Trust and The University of York to conduct this research.

**How do I find out more information?**

Please contact Dr Lisa O’Malley by email: lisa.omalley@york.ac.uk or by telephone at 01904 321242.

**How do I make a complaint?**

If you are not happy with anything, you can email or telephone Lisa as above, or the project lead (Deborah.quilgars@york.ac.uk; 01904 321480) or you can also email the University of York at spsw-ethics@york.ac.uk.

**Data Information Sheet**

**The Roadmap to ensuring achievement of No Homeless Veterans (NHV)**

The purpose of this information sheet is to explain how your data will be used and protected by the research team and the University of York, in line with GDPR.

**On what basis will you process my data?**

Under the General Data Protection Regulation (GDPR), the University must identify a legal basis for processing personal data and, where appropriate, an additional condition for processing special category data.

In line with our charter which states that we advance learning and knowledge by teaching and research, the University processes personal data for research purposes under Article 6 (1) (e) of the GDPR:

*Processing is necessary for the performance of a task carried out in the public interest*

Research will only be undertaken where ethical approval has been obtained, where there is a clear public interest and where appropriate safeguards have been put in place to protect data.

In line with ethical expectations and to comply with common law duty of confidentiality, we will seek your consent to participate where appropriate. This consent will not, however, be our legal basis for processing your data under the GDPR.

**How will you use my data?**

Data will be processed for the purposes outlined in this notice and in the main information sheet. All interviews will be audio-recorded (with consent). The device used for audio-recording will be password protected; the audio file will be transferred to the secure University of York encrypted fileserver at the earliest opportunity and then deleted from the recording device. You will be required to provide informed consent for participation. The anonymised findings will be analysed and a final report written. Researchers may use some of the anonymised data later to write a research paper with the aim of publication.

**How will you keep my data secure?**

The University will put in place appropriate technical and organisational measures to protect your personal data and/or special category data. For the purposes of this project we will ensure that all audio files and interview transcripts (checked so they are fully anonymised) are password protected and saved onto the secure University of York fileserver. Essential personal data (like name and address so we can contact you) will be held separately, also password protected and on a secure server only accessible to the research team, and will never be linked to the data.

Information will be treated confidentiality and shared on a need-to-know basis only. The University is committed to the principle of data protection by design and default and will collect the minimum amount of data necessary for the project.

**Will you share my data with 3rd parties?**

Data will only be accessible to the three members of the research team.

**Will I be identified in any research outputs?**

You will not be identified in any research output. Names will not be used. Consent will be required for us to use direct quotes in publications, but these will be untraceable back to participants. Participants do not have to consent to this.

**How long will you keep my data?**

Data will be retained in line with legal requirements or where there is a business need. Retention timeframes will be determined in line with the University’s Records Retention Schedule. Anonymised transcripts will be kept for ten years from the end of the study; consent forms will be kept for three years from the end of the study; audio recordings will be deleted at the end of the study.

**What rights do I have in relation to my data?**

Under the GDPR, you have a general right of access to your data, a right to rectification, erasure, restriction, objection or portability. You also have a right to withdrawal. Please note, not all rights apply where data is processed purely for research purposes. For further information see, https://www.york.ac.uk/records-management/generaldataprotectionregulation/individualsrights/.

For this particular study, you have the right to withdraw your data up to two weeks after your interview has taken place.

**Questions**

If you have any questions about this participant information sheet or concerns about how your data is being processed, please contact the project lead Deborah Quilgars by email at Deborah.Quilgars@york.ac.uk or by telephone at 01904 321231.

If you are still dissatisfied, please contact the University’s Acting Data Protection Officer at dataprotection@york.ac.uk.

If you are unhappy with the way in which the University has handled your personal data, you have a right to complain to the Information Commissioner’s Office. For information on reporting a concern to the Information Commissioner’s Office, see [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns).