

## PARTICIPANT INFORMATION SHEET (Version 1)



### **Prevail RCT study.**

You are being invited to take part in a research project being run jointly by the DVLA and Swansea University. Before you decide whether or not to participate, it is important for you to understand why the research is being conducted and what it will involve. Please read the following information carefully.

### **What is the purpose of the research?**

We are conducting research on people's thoughts and opinions related to mental health in order to inform our efforts to support people with mental health issues. The questionnaires will ask you about your views on various issues, about your own health, and about your work. All the information you give will be done so anonymously (this means we will not know who has filled in each questionnaire) and so you can be open and honest about these matters. The inclusion criteria for the study are that you are over the age of 18 and are an employee at DVLA.

### **Who is carrying out the research?**

The data are being collected at the request of the DVLA and by Professor Nicola Gray, a Consultant Clinical & Forensic Psychologist of the Department in the College of Human and Health Sciences at Swansea University. The research has been approved by the College of Human and Health Sciences Research Ethics Committee.

### **What happens if I agree to take part?**

You will be asked to provide informed consent. This study will take a maximum of 30 minutes during which you will be asked to complete several questionnaires. We will then ask you to place your questionnaire in a locked container with many others so that we do not know who completed which questionnaire. We have also asked you to fill in some items (e.g., the name of your first pet and name of your primary school) which are termed "identifiers" that will allow us to match your responses across multiple presentations of these questionnaires without being able to know your identity.

**Data Protection and Confidentiality.** Your data will be processed in accordance with the General Data Protection Regulation 2016 (GDPR). All information collected about you will be kept anonymously (meaning that there is nothing that can identify the data as from you). Your data will only be viewed by the research team. All electronic data will be stored on a password-protected computer file at DVLA and Swansea University. All paper records will be stored in a locked filing cabinet at DVLA and Swansea University. Your consent information will be kept separately from your responses to minimise risk in the event of a data breach.

**Data Protection Privacy Notice.** The data controller for this project will be Swansea University. The University Data Protection Officer provides oversight of university activities involving the processing of personal data, and can be contacted at the Vice Chancellors Office: [VCO@swanseauniversity.com](mailto:VCO@swanseauniversity.com). Swansea University's Data Protection Officer is Bev Buckley and she may be contacted at [b.y.buckley@swansea.ac.uk](mailto:b.y.buckley@swansea.ac.uk).

Standard ethical procedures will involve you providing your consent to participate in this study by completing the consent form that has been provided to you. The legal basis on which this task is being performed is public interest, approved by the departmental Research Ethics Committee.

If you are concerned about how your data is being processed, please contact Swansea University's Data Protection Officer at [b.y.buckley@swansea.ac.uk](mailto:b.y.buckley@swansea.ac.uk). Details of your individual rights are available on the ICO website at: <https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/>

**Are there any risks associated with taking part?** There are no significant risks associated with participation.

### **What will happen to my data if I agree to take part?**

Please note that because the data will be anonymous, it will not be possible to identify and remove your data at a later date, should you decide to withdraw from the study. Therefore, if at the end of this session you decide to have your data withdrawn, please let us know before you leave the room. An analysis of the information will form part of our report at the end of the study and may be presented to interested parties and published in scientific journals and related media. Note that information presented in any reports or publications will be anonymous and no individual data will be reported. All data discussed will be group-based data.

### **Is participation voluntary and what if I wish to later withdraw?**

Your participation is entirely voluntary – you do not have to participate if you do not want to. If you decide to participate, but later wish to withdraw from the study, then you are free to withdraw at any time, without giving a reason and without penalty. However, because the study is anonymous we will not be able to identify your responses and will not be able to destroy them.

### **What if I have other questions?**

If you have further questions about this study, please do not hesitate to contact us:

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