

Participant Information Sheet

1. Study title:

You're in Your Own Time Now: Understanding Current Experiences of Transition to Civilian Life in Scotland.

2. Invitation Paragraph:

You are being invited to take part in a research study, that is being conducted by Edinburgh Napier University in partnership with the University of Edinburgh, into the experiences of ex-Service personnel living in Scotland. Before you decide it is important for you to understand why the research is being done and what it will involve. Please take time to read the following information carefully and discuss it with others if you wish. Ask us if there is anything that is not clear or if you would like more information. Take time to decide whether or not you wish to take part.

3. What is the purpose of this study?

This study aims to address the current lack of up-to-date and in-depth data on ex-Service personnel in Scotland. It will map the distribution of Service leavers across Scotland and seek to understand their aspirations, concerns and support needs when leaving the Armed Forces. It will examine a range of outcomes for Service leavers including education, housing, employment, health, and finances. The project team will also undertake qualitative research with organisations that provide support to Service leavers in Scotland, as well as research with Service leavers themselves.

The outcomes of this project will inform policy makers and service providers about the demographics and experiences of service leavers across Scotland, generating useful insights for both UK and Scottish Governments and the third sector. Better data capture and analysis will enable potential improvements to be offered, which will more accurately reflect the changing landscape of needs and resources.

4. Why have I been chosen?

You have been identified as a key stakeholder/veteran and as somebody who can give an insight into the experience of military transition in Scotland.

5. Do I have to take part?

No, it is up to you to decide whether or not to take part. If you do decide to take part, you will be given this information sheet to keep and be asked to sign a consent form. If you decide to take part, you are still free to withdraw until the data has not been anonymised (usually one week after interview) and without giving a reason.

6. What would taking part involve?

If you do agree to take part, you will be asked to meet with a researcher for an interview/focus group at a time and location suitable to you. The interview/focus group is expected to last for around 60 minutes. You will be asked at the beginning of the interview/focus group if you have any questions about the study, and you will then be given a consent form to complete and sign (you will be given a copy of this information sheet and your consent form to keep). ENU Covid-19 restrictions currently demand that all interviews/focus groups are conducted online, however, if this situation changes, we would give you the choice. In this case we will send you a consent form by email and ask you to complete it and return it to us before the interview/focus group. Additionally, we can arrange a telephone interview/focus group as well.

With your permission we will record the interview/focus group to ensure that we retain an accurate account of the discussion. If you do not wish for the interview/focus group to be recorded, please indicate this to the researcher and omit this part of the consent form. All recordings will be held on secure Edinburgh Napier University servers and will be destroyed at the end of the study. Interviews/focus groups will be transcribed and anonymised. Transcripts will be retained securely for 10 years.

You will also be asked whether you are willing to complete an online survey which will take approx. 20 minutes to complete. The survey will help us understand your service history, your military experience, your views of the Armed Forces Covenant and your local community, as well as some demographic information.

7. What are the possible disadvantages and risks of taking part?

Taking part in the research will require you to give a modest amount of your time. We do not envisage that the interviews will cause distress, but we understand that reflecting on some of these areas has the potential to do so. There will an opportunity for you to be directed to appropriate support should you require it.

8. What are the possible benefits of taking part?

There are no direct benefit of taking part in this study.

9. Will my taking part in this study be kept confidential?

All information which is collected about you, or responses that you provide, during the research will be kept strictly confidential in compliance with the Data Protection Act (2018). When we use the information provided by you, from the interviews, it will be anonymised and depersonalised. No names or identifiable data will be mentioned if we quote something that you say in future reports or publications. Processed (anonymised) information will only be shared between the University of Edinburgh, our funder, The Forces in Mind Trust (FiMT), and Edinburgh Napier University.

However, some participants may be easier to identify due to their unique or role or profile. In recognition of this, quotes that may be attributable to a participant due to their unique or key role will not have a role identifier attached, and if this is not sufficient to ensure anonymity then these quotes will not be used. Once data is anonymised it is impossible to rectify or withdraw any data as it is no longer identifiable to update. If you request a withdrawal from the study then all identifiable

data collected will be deleted as requested unless it is likely to prevent, seriously impair, or prejudice the research findings.

Please note that assurances on confidentiality will be strictly adhered to unless evidence of serious harm, or risk of serious harm, is uncovered. In such cases the University may be obliged to contact relevant statutory bodies/agencies.

Focus Group: please be advised that although the researchers will take every precaution to maintain confidentiality of the data, the nature of focus groups prevents the researchers from guaranteeing confidentiality. The researchers would like to remind participants to respect the privacy of fellow participants and not repeat what is said in the focus group to others.

10. What will happen to the results of the research study?

We will also aim to publish our findings from the research in academic journals and presentations at conferences. In presenting these findings, any information you have provided will remain anonymous.

11. Will I receive any expenses or payments?

Participants will be reimbursed the cost of any travel they have undertaken for the purposes of this study. As such, participants may be asked to submit receipts for reimbursement.

12. What happens if I suffer any harm?

We do not anticipate that you will suffer any harm as a direct result of taking part in this study, you can apply for compensation under the MOD's No-Fault Compensation Scheme.

13. Who has reviewed the study?

This study has been reviewed by Edinburgh Napier University, The Business School, Ethics Committee (Application reference: ENBS-2020-21-028) and given favourable opinion by the Ministry of Defence Research Ethics Committee (MODREC).

14. Contact for Further Information

If you would like further information about this study, please contact the principal investigator, Dr Gerri Matthews-Smith at g.matthews-smith@napier.ac.uk.

15. Who do I contact if I have a complaint?

Dr John Reid Thomson at johnreidthomson@gmail.com

Thank you for taking part in this study

Privacy Notice

Name of Research Project: You're in Your Own Time Now: Understanding Current Experiences of Transition to Civilian Life in Scotland

Description of Project: This research aims to address the current lack of up-to-date and in-depth data on ex-Service personnel in Scotland. It will map the distribution of Service leavers across Scotland and seek to understand their aspirations, concerns and support needs when leaving the Armed Forces. It will examine a range of outcomes for Service leavers including education, housing, employment, health, and finances.

Data Controller	Edinburgh Napier University
Purposes for collection/processing	The aim of our project is to provide an evidence base that will influence and underpin policy making and service delivery in order to enable ex-service personnel and their families to lead successful civilian lives.
Legal basis	Under Article 6(1)(a) or Article 9(2)(a), of the General Data Protection Regulation (as the legal basis for processing data) Edinburgh Napier University is the data controller and the legal basis for this study is that you have given explicit consent to take part. You have been advised of your right to withdraw consent at any time and how to do this.
Whose information is being collected	We anticipate that we will collect data from three specific military groups: those thinking about transition, those in the process of transition and veterans.
What type/classes/fields of information are collected	Name, contact details (email address - for obtaining consent and conducting online interviews, due to Covid-19 related travel restrictions; phone number - if online interview is not suitable), job function and employer details (only seeking to find out which of the Forces they were employed in); gender; date of birth/age.
Who is the information being collected from	From the data subject (directly). This will include veterans and other stakeholders involved in support and policy making related to transition.
How is the information being collected	Recorded interviews will take place either in person or online subject to Covid-19 restrictions.
Is personal data shared with externally	No
How secure is the information	Data will be stored on the University's secure data centres. These datacentres are resilient and feature access controls, environmental monitoring, backup power supplies and redundant hardware. Information on these servers is backed up regularly. The University has various data protection and information security policies and procedures to ensure that appropriate organisational and technical measures are in place to protect the privacy of your personal data. The

	<p>University makes use of a number of third party, including “cloud”, services for information storage and processing. Through procurement and contract management procedures the University ensures that these services have appropriate organisational and technical measures to comply with data protection legislation. The University is Cyber Essentials Plus accredited.</p>
Who keeps the information updated	The principal investigator (Dr Gerri Matthews-Smith) is responsible for keeping the study information updated.
How long is the information kept for	Any paper documents with identifiable information will be transferred to an electronic record and then shredded as confidential waste at the end of the report. At the end of the research, anonymised electronic data will be kept securely for ten years and then will be destroyed as per Edinburgh Napier University guidance on the safe disposal of confidential waste. All electronic files containing data will be deleted from the secure university server where the data is held.
Will the data be used for any automated decision making	No
Is information transferred to a third country? Outside the EEA and not included in the adequate countries list.	No
<p>You can access all the University’s privacy notices using the following link: https://staff.napier.ac.uk/services/governance-compliance/governance/DataProtection/Pages/statement.aspx</p> <p>You have a number of rights available to you with regards to what personal data of yours is held by the University and how it is processed – to find out more about your rights, how to make a request and who to contact if you have any further queries about Data Protection please see the information online using the following URL: https://staff.napier.ac.uk/services/governance-compliance/governance/DataProtection/Pages/default.aspx</p>	