PARTICIPANT INFORMATION SHEET

Disabled Peoples Barriers and Facilitators to Volunteering

You are being invited to take part in some research. Before you decide whether 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 to explore disabled people's experiences of volunteering across Wales. The study aims to understand factors that support or encourage disabled individuals to volunteer as well as any barriers that may prevent disabled people from engaging in volunteering.

The research is being conducted as part of a collaboration between the Welsh Institute of Physical Activity, Health and Sport (WIPAHS) and Press Red. The findings will contribute to a wider project examining inclusive volunteering practices and will help inform future policy, strategy and programme development aimed at improving volunteering opportunities for disabled people.

By taking part in this study, you will help us build a better understanding of the lived experiences of disabled volunteers in Wales and identify ways to make volunteering more inclusive and accessible.

Who is carrying out the research?
The data are being collected by researchers from Swansea University, Cardiff Metropolitan University and the Welsh Institute of Physical Activity, Health and Sport (WIPAHS).

This project is part of a wider collaboration with Disability Sport Wales and Press Red, who are undertaking complementary desk-based research on volunteering and disability.

What happens if I agree to take part?
If you choose to take part in this study, you will be asked to complete an online survey.

The survey will ask questions about:

- Your experiences of volunteering
- Factors that have helped or encouraged you to volunteer
- Any barriers that may have prevented you from volunteering
- Your views on how volunteering opportunities could be made more inclusive

The survey will also ask a small number of background questions (for example age, location and type of impairment) to help us understand how experiences may vary across different groups.

The survey will take approximately **10–15 minutes** to complete and participation is entirely voluntary.

Are there any risks associated with taking part?
The research has been approved by the Swansea University Research Ethics Committee and no significant risks are anticipated. Some participants may reflect on personal experiences of barriers or challenges when volunteering and you are free to stop the survey at any time.

Data Protection and Confidentiality
Data will be processed in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR). All information collected about your child will be kept strictly confidential. Your data will only be viewed by the researcher/research team.

All electronic data will be stored on a password-protected computer file on the Lead Researcher, Amie Richards', laptop and password protected on the University system. All paper records will be stored in a locked filing cabinet in Professor Melitta McNarry's office at Swansea University, Bay Campus, Engineering East. Your consent information will be stored on a password protected file on the Lead Researcher, Amie Richards', laptop.

Please note that the data we will collect for our study will be made anonymous, thus, it will not be possible to identify and remove your data later, should you decide to withdraw from the study. Therefore, if at the end of this research you decide to have their data withdrawn, please let us know upon immediate completion of the survey. Anonymisation will take place at the end of the project. Please note that if data is being collected online, once the data has been submitted online you will be unable to withdraw your information.

What will happen to the information I provide?
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 all information presented in any reports or publications will be anonymous and unidentifiable.

Is participation voluntary and what if I wish to later withdraw?
Participation is entirely voluntary – you do not have to participate if you do not want to. If you decide to participate, but later wishes to withdraw from the study, then they are free to withdraw at any time, without giving a reason and without penalty. You or your child can withdraw information immediately following data collection. Once the data has been anonymised, you will no longer be able to withdraw information.

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.

Your personal data will be processed for the purposes outlined in this information sheet.
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 consent form in this case, will be an online form. However, we can provide a hard copy of this if you would prefer.

The legal basis that we will rely on to process your personal data will be processing is necessary for the performance of a task carried out in the public interest. This public interest justification is approved by the Swansea University Research Ethics Committee.

The legal basis that we will rely on to process special categories of data will be processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes.

How long will your information be held?
Data will be preserved and accessible **for a minimum of 10 years after completion of the research**. Records from studies with major health, clinical, social, environmental or heritage importance, novel intervention, or studies which are on-going or controversial should be retained for at least 20 years after completion of the study. It may be appropriate to keep such study data permanently within the university, a national collection, or as required by the funder's data policy.

What are your rights?
You have a right to access your personal information, to object to the processing of your personal information, to rectify, to erase, to restrict and to port your personal information. Please visit the University Data Protection webpages for further information in relation to your rights.

Any requests or objections should be made in writing to the University Data Protection Officer:-

University Compliance Officer (FOI/DP)
Vice-Chancellor's Office
Swansea University
Singleton Park
Swansea
SA2 8PP
Email: dataprotection@swansea.ac.uk

How to make a complaint
If you are unhappy with the way in which your personal data has been processed, you may in the first instance contact the University Data Protection Officer using the contact details above.

If you remain dissatisfied, then you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: -

Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire,
SK9 5AF
www.ico.org.uk

What if I have other questions?
If you have further questions about this study, please do not hesitate to contact us:

Amie Richards
Department of Sport & Exercise Science
Swansea University
amie.richards@swansea.ac.uk

Professor Melitta McNarry
Department of Sport & Exercise Science
Swansea University
m.mcnarry@swansea.ac.uk