

RPA Interview for Evaluation of the 2016-22 Rural Affairs Food and Environment Research Programme

Participant Information Sheet

Risk & Policy Analysts Ltd (RPA) (www.rpaltd.co.uk) has been contracted by the Scottish Government to undertake an evaluation of the Rural Affairs, Food and Environment Research Programme 2016-22. The evaluation is looking at:

- The operation and delivery of the 2016-22 Research Programme: this will help the Scottish Government run the current and any future programmes; and
- The impacts of the 2016-22 Research Programme: this will include understanding and quantifying the impact to Scotland from the research undertaken. The evaluation will also compare the final research outputs against the vision and principles set out in the Rural Affairs, Food and Environment Research Strategy for 2016-2021.

As part of the evaluation, RPA is reviewing programme documentation (e.g. annual reports). We are also holding interviews to obtain feedback from those involved in running the programme and carrying out research and other related activities.

Aims of the interview

This interview aims to gather feedback on the 2016-22 Research Programme. It will cover process (how things were done) and impact (what happened as a result of the programme). The information you provide will be combined with evidence from programme documentation to explore the overall impacts of the Research Programme for Scotland. Your responses will also help in improving the delivery of the current research programme and any future such programmes.

Personal data processed and the legal basis for this

- The personal data used to arrange and hold interviews will include your name, occupation, email address and telephone number.
- The lawful basis for processing the data under Article 6 of UK GDPR / Data Protection Act 2018 is (e) Public task, “processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller”.

Interview details

- In advance of the interview, we will provide this participant information sheet and a consent form.

- The interview will be conducted by phone or Microsoft Teams, as agreed with you.
- At the start of the interview, the interviewer will check whether you have any questions. They will then ask for your consent to proceed. Following the interview, we request that you provide a signed copy of the consent form.
- You will be asked to kindly grant permission for the interviewer to record/and or automatically transcribe the interview for accuracy and to help our note taking. If you are interviewed over MS Teams, you will be asked whether you would like to respond with your camera turned off or on.
- Participation in this study is voluntary. You can withdraw your consent to be interviewed, and for the interview to be recorded and/or transcribed, at any point. You can choose to respond with video or audio recording or transcription turned off, or choose not to answer certain questions.
- You can choose not to take part in this study and are free to withdraw by informing the person who interviewed you or by informing our Project Director/Manager at any time after the interview has been completed (see contact details below).

Use of your data

- Your individual response to the interview questions will be kept confidential. Your response will only be used to produce the evaluation reports and for no other purposes. Your input will not be personally identifiable.
- None of your personal data will be shared outside of the RPA research team.
- The interview recording, transcript and notes will be stored securely on RPA's computer systems (in line with our Cyber Essentials Plus certification) and managed in accordance with our confidentiality and UK GDPR protocols. The recording will be deleted once notes have been made. Your contact details will be deleted once the evaluation is complete (30th November 2022). Under UK GDPR provisions you have the right to request access to your information and for it be deleted at any time. Your rights are listed in full on the Information Commissioner's website:
[\(https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/\)](https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/)

If you have any queries or concerns, please contact RPA:

Teresa Fenn, Project Director and Data Protection Officer

Email: teresa.fenn@rpald.co.uk

Telephone: 01603 558531

Elizabeth Daly, Project Manager

Email: elizabeth.daly@rpald.co.uk

Telephone: 01603 558534

If you have concerns about how your personal data has been used, you can contact the Scottish Government's Data Protection Officer:

Stuart Gardener

Victoria Quay

Edinburgh

EH6 6QQ

Email: DataProtectionOfficer@gov.scot

Thank you for your time and input.

R. Szymoszowskyj

Robyn Szymoszowskyj

Programme Manager

RESAS

Scottish Government

RPA Interview for 2016-22 Rural Affairs Food and Environment Research Programme Evaluation

Consent Form

Thank you for agreeing to take part in this interview, carried out by Risk & Policy Analysts Ltd. Please ensure you have read and understood the Participant Information Sheet before completing this form. If you have any queries or concerns, please contact Elizabeth Daly via email on elizabeth.daly@rpald.co.uk. Participation in this study is entirely voluntary.

Please **mark Yes or No** as appropriate to each statement below and sign/date below.

		Yes	No
1	I have received and read a copy of the Participant Information Sheet		
2	I have had the opportunity to ask any questions regarding the study		
3	I understand that my participation is voluntary and I have the right to withdraw from participation at any time without giving a reason		
4	I know how to withdraw from the study		
5	I agree that my anonymised data will be used to produce research outputs (reports)		
6	I understand that my input and any information used in the research outputs will not be identifiable unless I give my consent		
7	I understand that none of my personal data (e.g. name or contact information) will be shared or made public		
8	I agree to the researchers, Risk & Policy Analysts Ltd, holding my personal data (name and contact details) for the purpose of this interview		
9	I understand that I can request at any time for my personal data to be deleted, by contacting Risk & Policy Analysts Ltd		
10	I have given my permission for the interview to be recorded and transcribed to ensure that the notes provide an accurate record of what has been discussed. It has been confirmed that the recording, transcription and notes will be confidential		

If you have read and understood this form, please sign below to provide informed consent to participate in the study entitled: 2016-22 Rural Affairs Food and Environment Research Programme Evaluation (typing your name will be taken as a signature)

Signed (participant)

Date