Participant Information Sheet.

(Version 2: 5th July 2023)

Food access, local services and the impacts of rising living costs in your local area

Research ethics approval number: 12264

Researcher(s): Dr Rachel Loopstra, Professor Charlotte Hardman and Kira Spooner from the University of Liverpool; Professor Greta Defeyter from the University of Northumbria; and Professor Paul Stretesky from the University of Lincoln, and Dr Hannah Lambie-Mumford from the University of Sheffield. The research is also in partnership with the Independent Food Aid Network.

Local Authority: Cumberland Council

You are being invited to take part in a research study. Before you decide whether to take part or not, 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 feel free to contact the research team if you would like more information or if there is anything that you do not understand. Importantly, you do not have to accept this invitation and should only agree to take part if you want to.

Thank you for reading this.

1. What is the purpose of the study?

Many people are struggling to afford enough food as well as other essentials right now. The Public Health and Communities Team in Cumberland Council wants to find out how many people are struggling to access food across your local authority, for financial reasons or for other reasons, and what types of support people know about and use. In partnership with researchers from the University of Liverpool, Sheffield, Lincoln and Northumbria, they are conducting this survey to enable a better understanding of food access issues in Cumberland. This research will help the Cumberland Public Health team identify where future interventions need to be targeted to ensure that households are supported.

2. Why have I been invited to take part?

This survey is for any adult in Cumberland to complete. Invitations to take part have been delivered to randomly selected households or distributed by different organisations across the local authority. You've been invited to take part because you received one of these invitations.

3. Do I have to take part?

You do not have to take part. It is voluntary and you should only take part if you are happy to do so.

4. Who is unable to take part?

Anyone under the age of 16 should not take part in this study.

5. What does taking part involve?

Taking part involves completing a questionnaire that will take about 20 minutes to complete. After reading this information about the study, you will be asked to provide consent for your participation by agreeing to some statements (e.g., "I have read and understood the study information"). Only once you have given consent, will you be able to complete the questionnaire.

The questionnaire will ask you for some information about you and your household so that we can understand the demographics of who took part in the study, things like gender, ethnicity, and age. Some information you provide may be classed as 'Personal Data', as defined in UK Data Protection legislation. You will also be asked questions about where you get your food from and how easy it is to get the food you and your household need. You'll also be asked about your knowledge of and use of different local services and support.

We won't ask for any information that will allow you or your household to be identified. Please be aware that due to the anonymised nature of the questionnaire responses, we are not able to respond to or follow up on any of the responses entered in these boxes. If completing the survey raises any concern for you, please contact relevant support organisations provided at the end of the survey.

6. How will my Personal Data be used?

The information (answers) you provide in the questionnaire will only be used for the research purpose previously stated. As above, we will collect and process Personal Data as part of the research process for administrative and analysis purposes. The University of Liverpool processes Personal Data as part of its research and teaching activities in accordance with the lawful basis of 'public task', and in accordance with the University's purpose of "advancing education, learning and research for the public benefit".

Under UK data protection legislation, the University of Liverpool acts as the Data Controller for Personal Data collected as part of the University's research. The Principal Investigator acts as the Data Processor for this study, and any queries relating to the handling of your Personal Data can be sent to Dr Rachel Loopstra (Rachel.Loopstra@liverpool.ac.uk). In this case, we are using M.E.L., an independent market and social research agency to administer and undertake this survey on our behalf, who will also act as Data Processor.

Further information on how your Personal Data will be used can be found in the table below.

How will my Personal Data be collected?	Personal data will be collected via online responses to this household questionnaire.
How will my Personal Data be stored?	Any data provided in this questionnaire will be encrypted and securely stored on an accredited cloud-based software system. Any paper responses will be stored securely by M.E.L and inputted online straight away. The online data will then be stored in-line with the above procedure. The paper copy will be shredded and disposed of as soon as this has been done.
How long will data be stored for?	Anonymised survey data will be retained on the University's secure drive for a minimum of 10 years. This is in line with the University of Liverpool's research integrity guidance.
What measures are in place to protect the security and confidentiality of my personal data?	Data will be anonymised and will be stored in password-protected folders on the University of Liverpool's secure server. Only those working on the study will have access to the data and only for research purposes.
Will my Personal Data be anonymised?	Yes. After data collection and data quality assurance checks have been undertaken, Personal Data is removed from survey results and data is reported in aggregated format. You will not be personally identifiable in any results or reports.
How will data be used?	We will analyse the data from all survey respondents and write up the findings as articles and as presentations for research conferences. The confidentiality and anonymity of your data will be maintained at all times, and it will not be possible to identify you in any publications. The data provided may be made available for re-use in the future through the UK Data Service. Any re-used data will be anonymous, with no personal identifying information.
Who will have access to my data?	The Principal Investigator and/or any commissioned Data Processors will have access to Personal Data and only for administrative and research purposes. Selected members of the research team and commissioning partners (e.g. Local Authorities) will have access to the anonymised dataset.
Will my data be archived for use in other research projects in the future?	Anonymous survey data and analysis codes will be made available to other researchers via open access data repositories after the results are published.
How will my data be destroyed?	Where data has been collected by an external Data Processor (e.g. a market research agency on our

	behalf), this will be shared with us and then securely deleted from their systems within 3 months following project completion. Paper copies will be shredded and disposed of once they have been translated onto the online database. Data will then be securely stored, managed, and disposed of on the University's servers in accordance with the Data Management Policy at the University of Liverpool.

6. Are there any risks in taking part?

Some people may find part of the questionnaire upsetting to answer. This is because there are questions that ask about potentially sensitive subjects such as struggling to afford food and other essentials. If you start the questionnaire and find it upsetting, you can enter "Prefer not to say", or stop the questionnaire altogether. As this study is anonymous, we cannot follow up on any responses to the questionnaire, but we provide information for different organisations that can help available in your local area that we encourage you to contact if needed.

7. Are there any benefits in taking part?

There are no direct benefits for participants to taking part, but your responses are important for helping the Public Health and Communities Team in Cumberland Council better understand issues around food access in Cumberland and who is affected by them.

In addition, anyone who completes the questionnaire will be offered the opportunity to participate in a prize draw. Prizes are one prize of £100 in gift vouchers, and three prizes of £50 each in gift vouchers.

8. What will happen to the results of the study?

The results of the survey will be used in internal and external reports by Cumberland Council and research team. The research team may also use them in academic papers and conference presentations. We may also tell the media and the public about the findings via press releases and blog posts. If you wish to receive a summary of the overall findings, please contact the Principal Investigator (Dr Rachel Loopstra, Rachel.Loopstra@liverpool.ac.uk) to request this. You will not be identifiable from the results or in any publications.

9. Who is conducting this survey?

This survey is being conducted in partnership between the Public Health and Communities Team in Cumberland Council and researchers from the University of Liverpool, University of Sheffield, University of Lincoln and Northumbria University. We have commissioned a survey company, M.E.L. Research, to collect the data for us.

10. What will happen if I want to stop taking part?

If you start the questionnaire and then decide you don't want to do it anymore, you can withdraw by either closing the website browser [if online] or getting rid of the paper survey, and you don't need to tell us why. There are no consequences for not completing the questionnaire. Answers from incomplete forms will not be retained. Information you have provided up to that point may still be used if you are happy with this. If you chose to take part but later decide that you do not wish for your information to be part of the study, you may withdraw by contacting M.E.L: david.chong-ping@melresearch.co.uk and providing them with the unique ID code that is provided at the end of the questionnaire. You can only request the withdrawal of your data up to the point of analysis (21 December 2023) because after this, the responses will have been utilised in the analysis and write up of results.

11. What if I am unhappy or if there is a problem?

If you are unhappy, or if there is a problem, please let us know by contacting the Principal Investigator (Dr Rachel Loopstra, Rachel.Loopstra@liverpool.ac.uk) and we will try to help. If you remain unhappy or have a complaint which you feel you cannot come to us with then you should contact the Research Ethics and Integrity Office at ethics@liv.ac.uk. When contacting the Research Ethics and Integrity Office, please provide details of the name or description of the study (so that it can be identified), the researcher(s) involved, and the details of the complaint you wish to make.

The University strives to maintain the highest standards of rigour in the processing of your data. However, if you have any concerns about the way in which the University processes your personal data, it is important that you are aware of your right to lodge a complaint with the Information Commissioner's Office by calling 0303 123 1113.

12. Who can I contact if I have further questions?

Dr Rachel Loopstra
Department of Public Health, Policy and Systems, University of Liverpool, Liverpool, L69 7ZA
Email: Rachel.Loopstra@liverpool.ac.uk

Data Privacy Notice

(Version 1: 3rd May 2023)

Food access, local services and the impacts of rising living costs in your local area

Who will own my data once I submit it?

The University of Liverpool and Cumberland Council will own the anonymous data that you submit. The research company, M.E.L, are collecting the data on their behalf and will be responsible for processing this.

Why do you need my information?

We are asking for information to understand how many households within your local authority are struggling to access food, and to find out what types of support people know about and use. This information will be anonymous and will be used to quantify and understand the number of people who may be experiencing food insecurity within your local authority. The information gathered from your local authority will also be used to compare against other local authorities.

What allows you to use my information?

We will provide you with information about this study in the Study Information Sheet and ask for your consent to participate. By completing the questionnaire, you are giving us consent to use the information you provide in the questionnaire. You have the right to withdraw this consent without reason, until anonymous data is used for analyses (21 December 2023).

Who will my information be shared with?

The anonymised data collected in the questionnaire will be pooled with data from others. The anonymised dataset will be shared with your local authority. It will also be shared with the researchers and their respective universities: Dr Rachel Loopstra and Professor Charlotte Hardman from the University of Liverpool; Professor Greta Defeyter from Northumbria University; Professor Paul Stretesky from the University of Lincoln, and Dr Hannah Lambie-Mumford from the University of Sheffield.

The data provided may be re-used in the future through the UK Data Service. Any data re-used will be anonymised, with no personal identifying information.

Do I have to provide this information and what will happen if I don't?

No, you do not have to provide this information: any information you provide is voluntary. By not providing this information, it means that we will not be able to accurately quantify the number of households within your local authority that are struggling to access food or accessing support.

If you do not wish to provide information, or if you change your mind once you have started the online questionnaire, you can just shut the online tab. This will not submit any of your information, and you will not have to let us know / give us a reason as to why. If you change your mind once you have submitted your responses, you can email david.chong-ping@melresearch.co.uk and ask for your information to be withdrawn, without reason, until anonymous data is used for analyses (21 December 2023). You must provide your unique ID code, generated at the end of the questionnaire in order to do this.

How long will you keep this data for and why?

Anonymised survey data will be retained on the University's secure drive for a minimum of 10 years. This is in line with the University of Liverpool's research integrity guidance.

How will my information be stored?

All information provided in this questionnaire will be securely stored on an accredited cloud-based software system, which is encrypted and requires two-factor authentication to access. Only members of the research team and your local authority will be able to access stored information.

Will this information be used to take automated decisions about me?

No.

Will my data be transferred abroad and why?

No, your data will not be transferred abroad. It will be stored on a UK cloud-based software system.

What rights do I have when it comes to my data?

Under the UK General Data Protection Regulation, you may have the following rights with regards to your personal data:

- The Right to subject access – you have the right to see a copy of the personal data that the University holds about you and find out what it is used for.
- The Right to rectification – you have the right to ask the University to correct or remove any inaccurate data that we hold about you.
- The Right to erasure (right to be forgotten) you have the right to ask the University to remove data that we hold about you.
- The Right to restriction – you have the right to ask for your information to be restricted (locked down) on University systems.
- The Right to data portability – you have the right to ask for your data to be transferred back to you or to a new provider at your request.
- The Right to object – you have the right to ask the University to stop using your personal data or to stop sending you marketing information or complain about how your data is used.
- The Right to prevent automated decision making – you have the right to ask the University to stop using your data to make automated decisions about you or to stop profiling your behaviour (where applicable).

Please note that not all rights apply in all situations. To find out more about your rights under the UK GDPR, please visit the Information Commissioner's website.

To request a copy of your data or ask questions about how it is used, contact:

Dan Howarth, Data Protection Officer
Email: legal@liverpool.ac.uk
Post: Legal & Governance, University of Liverpool, Foundation Building, 765 Brownlow Hill, Liverpool L69 7ZX

Who can I complain to if I am unhappy about how my data is used?

You can complain directly to the University's Data Protection Team by writing to Dan Howarth, whose contact information is provided above.

You also have the right to complain to the Information Commissioner's Office using the following details:

The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
Telephone: 08456 30 60 60 or 01625 54 57 45
Website: www.ico.org.uk