**Privacy Notice**

**Name of Research Project**:

An exploration of how meaningful participation by the adult at risk is facilitated within the adult protection case conference.

**Description of Project**:

The aim of this research is to gain an In-depth understanding of how meaningful participation for the service user can be facilitated within the adult protection case conferences.

The study will use semi-structured, qualitative interviews, field notes, and audio recording methods to collect data to answer the above question.

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| **Data Controller** | Edinburgh Napier University |
| **Purposes for**  **collection/processing** | To understand how service users are being supported to participate in adult protection case conferences. Collecting the views and experiences of professionals and service users will inform this understanding. |
| **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.  Under Article 9 (2)(a) there is the potential that sensitive personal data may be disclosed as part of the interview process. To minimise risk these interviews will be anonymised (with a unique identifier with no identifying details) when transcribed and then when verified, the recording will be destroyed. All electronic data such as the recordings will be held on the secure and backed up university secure server. Only the researcher and her supervisory team will have access to these transcriptions |
| **Whose information is being collected** | Adult Protection professionals, advocacy workers and service users who have attended adult protection case conferences. |
| **What type/classes/fields of information are collected** | Qualitative information about views and experiences of adult protection case conference meetings. Professionals, advocacy workers and Services Users will be distinct participant groupings. |
| **Who is the information being collected from** | Data is being collected directly from the study participants |
| **How is the information being collected** | Both in-person and Microsoft Teams interviews will be recorded using an encrypted audio recorder. |
| **Is personal data shared externally** | Personal data will not be shared externally. The data will be deleted from MS Teams as soon as it has been downloaded and saved to the university secure drive. Research findings will be presented at relevant conferences and published in an academic journal, but this information will be non-identifiable and will not contain any personal information or details. |
| **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 and personal data. |
| **Who keeps the information updated** | The doctoral candidate (Kate Fennell) is responsible for keeping the study information updated and will ensure that data is destroyed if requested by the participant and at the end of the study |
| **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 within three months. Audio-recordings are potentially identifiable and will be transferred onto secure storage and the recording on the encrypted device destroyed as soon as is practicable. 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 |
| Information on subject rights and data protection queries:  <https://staff.napier.ac.uk/services/governance-compliance/governance/DataProtection/Pages/DPPrinciples.aspx> | |