Project information sheet

# About the project

The Diocese of Oxford has commissioned [Church Army’s Research Unit](https://www.churcharmy.org/research) to help critically evaluate its New Communities Pioneer Ministry pilot projects, and to discern key learning points from the experiences of pioneering practitioners. As part of the evaluation, [Church Army’s Research Unit](https://www.churcharmy.org/research) will be consulting various people who are involved at different levels with the respective pilot projects.

# Taking part

Church Army’s Research Unit would like to invite you to take part in an interview or focus group.

Your data will be collected by interview or focus group. With your permission, the conversation may be recorded.

The findings of the interviews and focus groups will generally be reported anonymously. But if we want to attribute comments or quotations to specific individuals, we will always seek the permission of the people involved.

Further information about how we will handle your personal data can be found below.

# Your personal data

Church Army believes in maintaining the highest professional standards in the handling of your data. At all times we are committed to processing your data in a fair, lawful and transparent manner in accordance with data protection legislation. Details about how we handle your data and your rights in relation to that data can be found in this privacy notice.

## What data are we collecting?

This information is collected in accordance with the Data Protection Act (DPA) and General Data Protection Regulations (GDPR). We will ask for the following data from you:

* Name and contact details
* Information and opinions about different aspects of the Pioneer Ministry Project(s) that you are involved in

## What will happen to your data?

Church Army (Wilson Carlile Centre, 50 Cavendish Street, Sheffield, S3 7RZ) is the data controller with regards to the personal data you have disclosed to us. A data controller is the person or organisation who determines the means and purpose by and for which any personal data is processed. Thus, Church Army is responsible for establishing policies and procedures in line with the GDPR.

Any digital recordings of interviews / focus groups will only be accessed by members of the Church Army Research Unit or a subcontracted transcriber. The recordings will be destroyed after the completion of the project. Transcripts and conversation summaries may be retained for future research purposes.

Only members of Church Army’s Research Unit and a subcontracted transcriber (who has signed a confidentiality agreement) will have access to any recording or transcript of the interviews.

We will not disclose your data to any other third parties unless we have your explicit consent to do so. We only enter relationships with third parties who have appropriate data protection policies and procedures in place. Church Army will not sell your data to any third party.

We will only retain your personal data for purposes to which you have provided explicit consent in line with the provisions of the DPA and the GDPR. We review our retention on an annual basis and when records are no longer needed for historical, statistical or research purposes they are deleted.

## Where will my data be stored?

Church Army stores your data on a secure cloud-based database hosted in the UK. None of your personal data will be transferred outside the EEA.

## What are my rights?

In relation to our processing your personal data you have the following rights, which can be exercised at any time:

* To withdraw your consent for us to process your data.
* To be forgotten – to request your data is no longer processed or quarantined.
* Subject access requests – a right to request a copy of the data we hold about you.
* To object to your data being used by us for the purposes of direct marketing.
* To exercise any of these rights, please email [ask@churcharmy.org](mailto:ask@churcharmy.org) at any time.

## How can I find out more about the data we hold?

If you wish to receive further information regarding Church Army’s data protection policy, together with a copy of that policy, please contact Des Scott at Church Army, Wilson Carlile Centre, 50 Cavendish Street, Sheffield, S3 7RZ, 0300 123 2113 or [des.scott@churcharmy.org](mailto:des.scott@churcharmy.org). Any issues, questions or concerns you may have in relation to the way Church Army process your data please do not hesitate to contact Des Scott.

If, at any time, you have any concerns about the way your data has been processed by Church Army and those concerns cannot be resolved by Church Army directly you have the right to take those concerns externally and raise them with the regulator, the Information Commissioner. For details, please visit the Information Commissioner’s office: <https://ico.org.uk/>

Consent form

**Name of Research Project:** Diocese of Oxford – New Communities Pioneer Projects Evaluation

**Lead Researcher:** Dr Andy Wier (Senior Researcher)

1. I confirm that I have read and understood the participant information sheet and have had the opportunity to ask questions.
2. I am happy for this interview / focus group to be recorded
3. I understand that my participation is voluntary and that I am free to withdraw at any time, without giving any reason
4. I agree to take part in the above study.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*Please return this form via email to* [*andy.wier@churcharmy.org*](mailto:andy.wier@churcharmy.org)