

Privacy Schedule for Research Participants

This schedule sets out the details of our processing of personal information of research participants.

It is important that you read this section of our privacy schedule together with the main section of our [privacy policy](#). This is so that you are fully aware of how your information is used and your individual rights.

What Information We Collect About You

The information that we collect will vary, depending on the scope of the research project that you have agreed to participate in, but could include:

- Your name
- Your contact details (address and/or email address)
- Key demographic details (age, ethnicity, socio-economic status etc)
- Responses to survey questions relating to wellbeing, general health, loneliness, physical activity and other domains of interest
- Details about your experiences of volunteering for the Trust, or participating in Trust-led activities
- Your contact preferences
- Information relating to accidents or incidents
- Photo/video footage

How We Use Your Information

We collect and use this information when you consent to participate in Trust-led research projects. We will use the information provided by you to answer pre-specified 'research questions' which will provide information about the purposes of our research.

We may ask you to respond to surveys or to provide audio/visual content as part of this research. At all times, your continued participation is entirely optional, and you are free to withdraw at any time without giving a reason. If you are taking part in an interview as part of a research project, we will process photo and video footage of the interview.

Occasionally a Trust project may use Bluetooth sensors to track visitor route finding on the canal network. Any information collected is anonymised and no personal data is collected.

The Trust often use Snap Surveys to gather information on our behalf, it will be clear if this is the case. You can [read their Privacy Policy here](#)

The information you provide will be anonymised and analysed to understand the social impact of our activities on those who participate in our programmes and activities. Where personal information is not required to carry out the research, we will collect solely anonymised information.

If you are involved in a near miss or a health and safety incident on Trust property or whilst at work, we will collect data relating to you and the incident in order to investigate and improve our working practices and the areas we have open or accessible to the public, staff, or volunteers within the Trust.

Legal Basis for Processing Your Personal Information

This personal information will be used by the Trust to evaluate the effectiveness of our programmes and activities. This information will inform our strategy and we therefore see this processing as within our legitimate interest.

The Trust will rely on our legitimate interest for information collected via Bluetooth relating to route finding on the canal network. This information is anonymised, and no personal data is collected for this purpose. However, there is signage in place to advise of this tracking and if visitors would prefer to opt out this can be done by switching off Bluetooth functionality.

We will always obtain your consent before you agree to participate in any research by explaining the project and what is involved so you can make an informed decision about participating. We will only use the information for the purpose it was originally collected and will only keep it as long as necessary, after which it will be destroyed (usually at the end of the project).

When the Trust gathers information relating to health and safety near misses or incidents, we are relying on legal obligation for the collection of this data and the processing of it to investigate and improve our estates.

If you are participating in a recorded interview or appearing in videos or photographs where you are clearly identifiable, we will obtain additional consent via our photo, video and interview consent form.

How We Share This Data

We may allow our staff, other volunteers, consultants and/or other suppliers acting on our behalf to access and use your information for the purposes for which you have provided it to us. We ensure that they only have access to data necessary for them to perform the service we have asked them to carry out and that they handle your information securely.

How we store this data

Any personal information you provide will be stored in a secure area and will only be accessible to members of the research team.

Last edited: May 2022