

Military Charities Equality Insights Survey

Participant Information Sheet

You have been invited to take part in a military charities sector survey. It is important that you know why you have been asked to complete the survey and what is involved.

Please read the following information carefully.

What is the purpose of the survey?

The purpose of the survey is to help us understand how military charities function to inclusively support a diversifying military community.

Am I eligible to take part in the evaluation?

You are being invited to take part because you are a representative of a military charity.

Do I have to take part?

Participation is completely voluntary. Choosing not to take part will not disadvantage you in any way.

What will I be asked to do?

You will be asked to complete the survey. The survey will be conducted online via a provided link or QR code or in-person on paper copies and you will need to provide consent. There are no wrong or right answers to these questions, and we value your honest responses.

What are the possible benefits / risks of taking part?

By participating in the survey, you have the opportunity to inform the development of Service Sector Equality Analysis and Mitigation (SSEAM) toolkit, which aims to provide sector-specific tools to enable charities to recognise any inequalities in their working practices, their decision-making processes, and their programme outcomes, and empowering them to become more inclusive and better equipped to meet the needs of the diverse military community. There are no risks of taking part.

Will anyone know I have taken part?

The Halsden Centre is the sponsor for this study based in the United Kingdom. We will be using information from you in order to undertake this research and will act as the data controller for this research. This means we are responsible for looking after your information and using it properly.

In the survey, you will have the option to enter your contact details to subscribe to our mailing list, sign up to our events or receive more information about the project. This is completely optional. If you choose not to provide your contact details, your responses will be anonymous and we will not be collecting any identifying information.



Where will the data be stored?

The data obtained will be stored securely on the Halsden Centre's OneDrive in password-protected files for a period of three years after the completion of the survey. Only members of the research team will have access to it. Anonymised data, including direct quotes, from the survey may be used when writing up of the research or be included in other outputs related to the programme, including conference presentations, marketing materials, reports and journal papers.

What will happen if I don't want to carry on with the survey?

You are free to withdraw or stop at any point, without giving a reason, while completing the survey.

If you choose not to provide your contact details, it will not be possible to remove your data after you have completed the survey. If you choose to include your contact details, however, your data can be removed from the dataset by contacting a member of the research team up to one month after completing the survey. Following this period, the dataset will have been anonymised, and it will not be possible to remove your data.

What will happen to the results of the research?

The information you provide will inform the Halsden Centre's development of the Service Sector Equality Analysis and Mitigation (SSEAM) toolkit, which aims to provide sector-specific tools to enable charities to recognise any inequalities in their working practices, their decision-making processes, and their programme outcomes, and empowering them to become more inclusive and better equipped to meet the needs of the diverse military community. Anonymised data, including quotes, may be used in the write up of the research or other outputs related to the programme, including conference presentations, marketing materials, reports and journal papers.

What if there is a problem?

It is extremely unlikely that taking part in the survey will cause you any harm. If you have a concern or a complaint about any aspect of this study, you should ask to speak to the research team who will do their best to answer your questions. The team's contact details are given at the end of this information sheet.

If you are unhappy and wish to complain formally, you can make a formal complaint through the Halsden Centre's complaints procedure by contacting research@halsden.com.

Future Information and Contact Details

- Research lead: Prof Belinda Colston (belinda@halsden.com)
- Research team: Dr Megan Walker (megan@halsden.com)