

DR AILSA LYONS, DEPT. OF PREVENTIVE MEDICINE & HEALTH PROMOTION

PARTICIPANT INFORMATION AND CONSENT FORM

STUDY TITLE: The role of line managers in staff health and wellbeing

NAME OF PRINCIPAL INVESTIGATOR: Dr Ailsa Lyons

You are being invited to participate in a research study. Thank you for taking time to read this.

WHAT IS THE PURPOSE OF THIS STUDY?

The aim of the study is to explore and investigate the role of line managers in staff health and wellbeing.

WHY HAVE I BEEN CHOSEN?

You have been chosen because you are a line manager in St Vincent's University Hospital.

WHAT WILL HAPPEN IF I VOLUNTEER?

Your participation is entirely voluntary. If you initially decide to take part you can subsequently change your mind without difficulty up until the point of submitting your survey responses – after this point it will not be possible to identify your survey responses from others. This will not affect your employment in any way.

If you agree to participate, you will be requested to complete an online survey. It is estimated the survey will take approximately 10 minutes to complete.

ARE THERE ANY BENEFITS FROM MY PARTICIPATION?

You personally may not benefit directly from taking part in this study but the information obtained may provide further knowledge to improve initiatives and supports offered to St Vincent's University Hospital staff.

ARE THERE ANY RISKS INVOLVED IN PARTICIPATING?

There are no known risks associated with this study. The following supports are available to all SVUH staff free of charge:

Employee Assistance Programme (EAP): Freephone 1800 817 433.

Occupational Health: 01 – 221 4320.

WHAT HAPPENS IF I DO NOT AGREE TO PARTICIPATE?

If you decide not to participate in this study you will not be affected in any way.

CONFIDENTIALITY

Your identity will remain confidential. The survey does not explicitly request any personally identifiable information. There are some questions that might require a free-text response – please do not include any personally identifiable information here.

COMPENSATION

No, we are not paying participants to take part in the study.

LIABILITY

The researcher is adequately insured by virtue of their employment in St Vincent's University Hospital.

WHO IS ORGANISING AND FUNDING THIS RESEARCH?

- This study is organised by Ailsa Lyons, Principal Investigator, for completion of her research dissertation for MSc Leadership in Healthcare.
- This research is not funded.
- There is no payment or expenses for participating in this study.

HAS THIS STUDY BEEN REVIEWED BY AN ETHICS COMMITTEE?

The St. Vincent's Healthcare Group, Ethics and Medical Research Committee have reviewed and approved this study.

CONTACT DETAILS

Include: For further information please contact Ailsa Lyons, Ailsa.Lyons@svuh.ie or (01) 221 3533.

RESEARCH PARTICIPANT'S RIGHTS

If you have any questions about your rights as a research participant, then you may contact the Hospital's Quality & Patient Safety Department 01 2214013.

CONFIDENTIALITY & DATA PROTECTION

1. INTRODUCTION

- 1.1 This Participant Information and Consent Form provides guidance and information to **The Role of line managers in staff health and wellbeing** research participants regarding the processing of the research participants' personal data. St. Vincent's University Hospital is committed to protecting and respecting your privacy. This Participant Information and Consent Form together sets out the basis on which any personal data we collect from you or that you provide to us will be processed by us as an independent data controller. Please read this Participant Information and Consent Form carefully to understand our treatment and use of your personal data.
- 1.2 The processing of your personal data will be in compliance with the Data Protection Acts 1988 to 2018 (as amended) and the General Data Protection Regulation (the "**Data Protection Legislation**").
- 1.3 Please note that agreeing to participate in a research program with St. Vincent's University Hospital, you acknowledge that you have read, understood and agree to this Participant Information and Consent Form.

2. IDENTITY OF THE CONTROLLER OF PERSONAL INFORMATION

For the purposes of the Data Protection Legislation, St. Vincent's University Hospital is an independent data controller in the following circumstances:

1.	<p>PI Name: Dr Ailsa Lyons PI Type: SVUH Employee Company Registration number: St Vincent's University Hospital Company Registration No: 338585. CHY No: 14187.</p> <p>Having its registered office at: Department of Preventive Medicine and Health Promotion, St Vincent's University Hospital, Elm Park, Dublin 4.</p>
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3. CONTACT DETAILS OF THE DATA PROTECTION OFFICER*

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The data protection officer for SVUH is:

Sean Gibney, SVUH, Elm Park, Dublin 4, Contact 01 221 5020

Email: dataprotection@svuh.ie

4. PROCESSING OF YOUR PERSONAL DATA

St Vincent's University Hospital will process your personal data for the following purposes on the basis of your consent:

Personal data	Purpose of processing ¹
1. Survey	2. The survey does not explicitly look for personal data however there are some free-text responses requested. Any responses here will be reviewed and if any personally identifiable information is identified, it will be deleted.

4.1 Where does St. Vincent's University Hospital obtain my personal data from?

The only personal data we process is obtained from you directly, it is not specifically requested, so please do not include any personally identifiable information in your responses to free-text questions.

5. SHARING OF PERSONAL DATA

Your personal data not be shared with anyone. Results of the survey will only be reported on aggregate results and no individuals results will be made available.

6. HOW IS MY PERSONAL DATA SECURED

6.1 St. Vincent's University Hospital operates and uses appropriate technical and physical security measures to protect your personal data.

6.2 We have in particular taken appropriate security measures to protect your personal data from accidental or unlawful destruction, loss, alteration, unauthorized disclosure of, or access, in connection with this research study. Access is only granted on a need-to-know basis to those people whose roles require them to process your personal data. In addition, our service providers are also selected carefully and required to use appropriate protective measures.

7. STORAGE OF PERSONAL DATA

We will keep your personal data until the study is complete (expected Autumn 2025). This may mean that some information is held for longer than other information.

8. YOUR RIGHTS

8.1 You may have various rights under Data Protection Legislation. However, in certain circumstances, these rights may be restricted². In particular, your rights may be restricted where this is necessary: (i) for the prevention, detection, investigation and prosecution of criminal offences; (ii) in contemplation of or for the establishment, exercise or defence of a legal claim or legal proceedings

(whether before a court, tribunal, statutory body or an administrative or out-of-court procedure); and/or (iii) for the performance of a task carried out in the public interest or in the exercise of official authority vested in St. Vincent's University Hospital.

The survey data sought is completely anonymous, once submitted it will not be possible for you to receive your data as it will not be identifiable from other responders.

9. YOUR RIGHT TO LODGE A COMPLAINT WITH A SUPERVISORY AUTHORITY

- 9.1 Without prejudice to any other administrative or judicial remedy you might have, you may have the right under data protection legislation in your country (where applicable) to lodge a complaint with the relevant data protection supervisory authority in your country (i.e. the Office of the Data Protection Commissioner in Ireland) if you consider that we have infringed applicable data protection legislation when processing your personal data. This means the country where you are habitually resident, where you work or where the alleged infringement took place.

10. CHANGES TO THIS INFORMATION

- 10.1 We may decide to make changes to this Participant Information and Consent Form. If a change is made, we will notify you in person of such changes. An updated Participant Information and Consent Form will be provided to you in advance of any change actually taking effect.

11. CONTACT US

- 11.1 For further information or if you have any questions or queries about this Participant Information and Consent Form, please contact:

By letter:	Ailsa Lyons, Department of Preventive Medicine and Health Promotion, 3 rd Floor, ERC, St Vincent's University Hospital, Elm Park, Dublin 4.
By email:	Ailsa.Lyons@svuh.ie
By telephone:	(01)221 3533