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**LGBT+ Staff Engagement Activity**

**Information for People Taking Part**

**About the engagement activity**

The Health and Social Care Partnership LGBT+ Network have asked Sleeping Giants, a local social enterprise, to engage with LGBT+ staff members to find out about their experiences of working in the NHS and the Health and Social Care Partnership. By LGBT+ we mean anyone who identifies as:

* lesbian
* gay
* bisexual
* transgender
* non-binary
* queer
* intersex
* any other minority sexual orientation or
* anyone whose gender identity is not based on the traditional gender binary or male and female

What people tell us will be used to identify opportunities for change and plan the work of the Staff Equality Networks, particularly the LGBT+ Network. If you would like to find out more about these networks, please email dg.staffnetworks@nhs.scot

**Your role in the engagement activity**

We’re inviting LGBT+ people who work in the NHS to share their experiences of their workplace. This includes people who work for:

* NHS Dumfries and Galloway or
* D&G Council as part of the Health & Social Care Partnership (e.g. Social Work Teams, Home Teams, strategic planning or public health)

It’s up to you whether you take part (you don’t have to if you don’t want to). If you would like to take part, you can choose to share your views through any of the following activities:

* **An online survey**

The survey is available to complete here https://www.surveymonkey.com/r/lgbtstaffsurvey until Sunday 28th April 2024. It will take around 15 to 20 minutes to complete, depending on how much information you would like to share with us. It doesn’t ask for you name so what you tell us will be anonymous. If any potentially identifying details are shared in the open questions (e.g. unique job role or where you live), these will be removed in any reporting.

* **Interviews**

If you’d like to speak to us in person, we can arrange a time that suits you best in March and April 2024. We plan to conduct most interviews on Teams but can also conduct them by telephone or face-to-face if you prefer. The interviews will last around 20-45 minutes, depending on how much time you can spare. If you’d feel more comfortable speaking to us accompanied by a colleague or friend, we can arrange a time that suits you both. For face-to-face interviews, we’ll arrange to speak in a room convenient to you and where we speak without any interruptions.

If you choose to take part in an interview, we’ll ask if we can record it (in all cases it would be audio only rather than video recording). This is so that we can listen to what you’re saying rather than having to write lots of notes while we speak.

* **Focus groups**

We will also conduct two focus groups, one online and in-person. These will be audio recorded. We will ask people to avoid using each other’s names so these are not on the recording, especially in cases where they are sharing a story about someone else’s experiences. However, if someone wants to introduce themself by name that is up to them. Either way, all published research findings will be fully anonymised.

Before you take part in the online survey, feedback form or an interview, you’ll be asked to confirm that you’re happy to share your views and experiences with us. If you’d like to speak with us before making a decision about whether to take part, or would like to book at time for an interview, please contact our team by emailing [info@sleeping-giants.org.uk](mailto:info@sleeping-giants.org.uk) or phoning/texting 07745 188845. BSL users can also call using the [Contact Scotland](https://contactscotland-bsl.org/register-for-our-app/) app.

We want to make sure that everyone can take part and understand that people have different needs. Do let us know if there’s anything we can do to help you take part more easily e.g. large print versions of the survey or information sheet, BSL/other language interpretation or having the interview questions in advance.

**The type of personal information we will collect**

**If you’d like to take part in an interview,** we’ll need the following information so that we can arrange a time and date to speak with you:

* Your name
* Your telephone number (if we conduct the interview over the phone)
* Your email address (if we conduct the interview by Teams or Zoom)

**If you complete the online survey,** we don’t need your name or contact details but the survey software will collect your IP address (the unique label of the device you use to connect to the internet).

**Everyone that takes part will be invited to provide** (you can choose what information you want to share with us):

* Job details (for example, grade, which part of Dumfries and Galloway you work in, whether you work full or part time)
* Views on your experiences of working in or with NHS Dumfries and Galloway
* Information about you, including (you don’t have to share any of this information if you don’t want to):
  + Age
  + Gender
  + Sexual orientation
  + Gender identity including transgender status
  + Intersex status
  + Disability or long term illness
  + Race
  + Religion or belief
  + Pregnancy/ maternity
  + Marriage/ civil partnership

We know that some people might have a positive experience of the workplace and others a negative experience. Because of this, we recognise that some of our questions about these experiences might be difficult for you to answer – especially if you’ve faced assault, abuse or discrimination in the workplace because of your sexual orientation, transgender identity or other LGBT identity. Taking part is entirely voluntary. If you choose to take part, we can provide you with the names of the people and organisations you can contact for help and support.

**Purpose and lawful basis for processing**

The purpose of the engagement activity is to gather views about what it’s like to work in or with NHS Dumfries and Galloway. Under the General Data Protection Regulation (GDPR), we need to identify a lawful basis to ask you for information about this. The lawful basis that we have identified is: article 6(1)(e) of the GDPR - we need it to perform a public task.

The legal basis for asking you questions about you (e.g. your age, gender, disability) is Article 9.2(g) of GDPR – its in the public interest to establish if NHS Dumfries and Galloway is providing equality of opportunity or treatment.

All the information that we collect will be used to make NHS Dumfries and Galloway a fairer and more equal place to work.

**What will happen to the information you provide and how is your privacy protected?**

Any information that you provide will be combined with all the other responses we receive from the interviews, survey and feedback form. If you’ve given your name and contact details so that we can arrange the interviews, we’ll store this separately from all the other information you provide so that it is analysed anonymously.

So that the findings can be used to advance equalities and diversity in NHS Dumfries and Galloway, we will:

* Write a report to summarise what people have told us;
* Present the key findings from the report to NHS and other relevant committees; and
* Share the findings on a brand new website and in other ways to make sure that as many staff members as possible hear about the outcomes of the work.

We won’t use your name in the report, presentation or website but might use some of the things you say. If we think that it might be possible to identify you from what you’ve said, we’ll remove some details or use a pseudonym (a made-up name).

The information that you give us will be treated confidentially and only the Sleeping Giants team will have access to any identifiable information you provide.

**How we store your personal information**

Any information you provide will be stored in either secure, locked cabinets (if you complete a paper copy of the survey) or a password protected document in a Dropbox folder accessible to the Sleeping Giants team only. Interview recordings will be transcribed and the recording will then be deleted (unless you have provided permission for an extract to be used on the project’s website). Electronic interview transcripts and survey data will be encrypted with a password. Any personal data we have collected (name and contact details of those taking part in the interviews and the IP address of survey respondents) will be destroyed at the end of the project (when the report, presentations and project website are completed).

**Your rights**

Under data protection law, you have rights to:

* Be informed and have access – you can ask to see the personal information you give us;
* Rectify the information you have given us – you can ask for the personal information you have given us to be corrected if you think it’s not accurate;
* Restrict processing: in certain circumstances, you can ask to restrict what we do with the personal information you have given us;
* Object: in certain circumstances, you can object to us using the personal information you have given.

These rights will apply up until the point at which the report, presentations and project website is finalised and your personal information deleted.

**How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to Sleeping Giants or NHS Dumfries and Galloway by contacting:

Grace Cardozo

Managing Director

Sleeping Giants

Grace@sleeping-giants.org.uk

Data Protection Officer

IM&T

Floor 2, Core Area

Mountainhall Treatment Centre

Bankend Road

Dumfries

DG1 4AP

Email: [dg.dataprotection@nhs.scot](mailto:dg.dataprotection@nhs.scot)

You can also complain to the Information Commissioner’s Office (ICO) if you are unhappy with how we have used your data:

Information Commissioner’s Office

Wycliffe House, Water Lane

Wilmslow

Cheshire, SK9 5AF

Helpline number: 0303 123 1113 ICO website: <https://www.ico.org.uk>