



Information Leaflet

Study Title: Heritage Sector Workforce Diversity Research

Investigator(s): Dr David Owen and Dr Erika Kispeter, Institute for Employment Research, University of Warwick

Your organisation is invited to take part in a research study that the [Institute for Employment Research \(IER\), University of Warwick](#) is carrying out on behalf of Historic England.

Please read the following information carefully and ask us if there is anything that is not clear or if you would like more information.

The study

This study is funded by Historic England. As part of its [Inclusion Strategy 2021-2023](#), Historic England is committed to making the heritage workforce and volunteers (including their own) more representative of society. However, before Historic England can work with the sector to address this, they need to have data on the current demographic make-up of the sector's workforce, including volunteers and governance roles, to inform the next steps of implementing the Strategy.

The results of this study will be made available to the sector to understand gaps in data and to help inform future work on improving the diversity of the workforce.

The questions we are seeking to answer through this research are:

- What does the workforce of the Heritage sector currently look like?
- How does this compare with the demographic make-up of England?
- What does the workforce in the Heritage sector look like with regard to different job roles?

What would taking part involve?

It is entirely up to you to decide whether to take part in this study. We will describe the study and go through its steps in this information leaflet.

To collect data from Heritage Sector organisations, we have developed an **online survey**. In this survey we will first ask you, as a representative of your organisation, whether you collect demographic data from your workforce, including paid staff, volunteers and trustees. Then we will ask you a series of questions about the size and the diversity of your workforce. The diversity questions focus on the age, ethnicity, disability, LGBTQ+ status and socio-economic background, for example, we will ask: How many of your volunteers are aged 16-24.

We are **not** asking you to start collecting data from your workforce in order to take part in this study - only use the data that you have previously collected, for example, when you recruited a member of staff.

Please note that by returning a completed survey, you are giving your consent for the information that you have supplied to be used in this study and formal signed consent will not be requested.

If you do participate, the following steps outline the research process in more detail.

Online form

1. If you choose to take part in the study by clicking on the link in the invitation email, you will be taken to the online survey website, hosted by *Qualtrics* software. You will be able to access the online form on a computer or a mobile device such as a tablet or smartphone.
2. The survey front page will explain the format and that you are not required to answer all the questions. You will then be guided through the questionnaire.
3. You will be able to save your answers and return to the questionnaire at any time, **provided that you access it from the same device.**

Analysis and reporting

We will clean and analyse the data and write a report for Historic England. We expect results to become available in Spring 2022.

Confidentiality

We will follow strict ethical and legal practice and all information about your organisation and your workforce will be handled in confidence. We will not tell anyone else that your organisation has participated in the study, unless you give us explicit permission to do so.

The questions in the survey will ask you about the number of people at your organisation who have certain characteristics. Information such as names or email addresses of individuals will not be collected in this study.

The following details explain how your data will be kept confidential.

While the online data collection form is live, your answers will be hosted by *Qualtrics* software on a secure server, meeting requirements of the EU General Data Protection Regulation 2018 (GDPR) and 2018 Data Protection Act (DPA) regarding the legal grounds for data processing and the preservation of the confidentiality of personal data.

To undertake statistical analysis of the data, the research team will download data from this server, remove the name of your organisation and label your organisation's records with a unique numeric identifier. The names of organisations and the key linking these to the identifiers will be stored separately from the data set and only the research team will be able to link an identifier to an organisation.

The data set that contains information about your workforce will be stored securely on University-managed computers protected by password access and complying with University of Warwick regulations on information security. The folder containing the data set will be restricted to the research team members. No-one outside the research team will have access to the data.

At the end of the study, the research team will prepare a report for Historic England. Reporting will be done in such a way that no organisations will be identifiable from published data (e.g. reporting at group levels, ensuring that no small groups of organisations are identified).

The research team will also produce a data set for Historic England. **This data set will not include the names of organisations.**

Members of the research team are highly trained social scientists who follow strict ethical guidelines and the IER has extensive experience of processing sensitive and personal data.

Within the IER ISO 9001-certified quality management system there are documented procedures covering the management of all research project data held within IER. The procedures have been written to support compliance with the General Data Protection Regulation (GDPR), the University of Warwick Data Protection Policy, Information Security Policy and Research Code of Practice and Ethical Framework.

Data security

The computers to be used for data analysis of the are managed by the University of Warwick IT Services department. The computers are connected to the University of Warwick network and research data will be stored on the University's secure network areas. The University maintains a network firewall, anti-virus software and enforces weekly software updates to create a secure network.

The University of Warwick has a **Cyber Essentials** certified IT system for research data (Registration number: QGCE 2893). All IER staff are required to undertake mandatory annual training in 'Information Security Essentials'.

What will happen to the data collected about my organisation and its workforce?

We will be using information collected from your organisation in order to undertake this study and we will act as the data controller for this study. The University of Warwick will keep information about your organisation and your workforce for 10 years after the study has finished.

Data Sharing

Your rights to access, change or move the information you have provided are limited, as we need to manage the information you have provided in specific ways in order for the research to be reliable and accurate. The University of Warwick has in place policies and procedures to keep your data safe.

Please refer to the University of Warwick Research Privacy Notice which is available here: <https://warwick.ac.uk/services/idc/dataprotection/privacynotices/researchprivacynotice> or by contacting the Information and Data Compliance Team at GDPR@warwick.ac.uk.

Please note that identifiable data about your organisation and its workforce and the version of the data set that includes the name of your organisation will **not** be shared outside the University for this study. However, a version of data set that will not include the name of your organisation will be shared with Historic England.

How can I withdraw my organisation from the study?

Participation in this study is entirely voluntary. Refusal to participate will not affect you in any way.

If you agree to participate on behalf of your organisation, you may nevertheless withdraw from the study and withdraw the data that has already been collected until the start of the analysis without giving a reason. This will not affect you in any way.

To withdraw from the study and withdraw your data, please send an email to the research team at E.Kispeter@warwick.ac.uk with the subject line: "Request to withdraw my data from Heritage Sector Workforce Diversity study". You can send this email until 15 December.

After this date it will not be possible to withdraw your data which has already been collected. To safeguard your rights, we will keep the data secure in line with the University's Information and Data Compliance policies.

What will happen to the results of the study?

The results of the study will be presented to Historic England in a research report, which they will publish. It is anticipated that at least one academic paper will be produced which draws upon the data collected. The impact of the project is mainly to improve Historic England's knowledge of the diversity of its sector.

Who has reviewed the study?

This study has been reviewed and given favourable opinion by the University of Warwick's Humanities and Social Science Research Ethics Committee (HSSREC): reference number HSSREC 44/21-22.

Who should I contact if I want further information?

If you have any questions about any aspect of the study, or your participation in it, not answered by this participant information sheet, please contact the Principal Investigator (PI):

Dr David Owen, Institute for Employment Research, University of Warwick, Coventry CV4 7AL, Tel: +44(0)24 76524259; D.W.Owen@warwick.ac.uk

Who should I contact if I wish to make a complaint?

Any complaint about the way you have been dealt with during the study or any possible harm you might have suffered will be addressed. Please address your complaint to the person below, who is a senior University of Warwick official entirely independent of this study:

Head of Research Governance

Research & Impact Services

University House

University of Warwick

Coventry

CV4 8UW

Email: researchgovernance@warwick.ac.uk

Tel: 02476 575733

If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter: DPO@warwick.ac.uk.

If you are not satisfied with our response or believe we are processing your personal data in a way that is not lawful you can complain to the Information Commissioner's Office (ICO).

Thank you for taking the time to read this Information Leaflet