

WAVERLEY ABBEY COLLEGE RESEARCH ETHICS COMMITTEE



**WAVERLEY  
ABBAY**

ANCIENT SPARK NEW FIRES

**Research Participant Information Sheet**

**The following information is provided to help you give informed consent should you wish to take part in the research.**

**Research Question**

Beyond Words: How do therapists understand and experience working with clients who have speech or communication disabilities?

**Researcher's name and contact details**

**Name:** Miriam Calvert

**Email:** [Miriam.calvert@waverleyabbeycollege.ac.uk](mailto:Miriam.calvert@waverleyabbeycollege.ac.uk)

**Phone:** 07488511101

**Invitation**

During my training, I had the pleasure of working with an individual with a speech disability (Dysarthria). While researching this topic during my final year of training, I was shocked to discover that there was very little information available. Discovering this gap and my personal and professional experiences with speech disability have led me to this research.

**What is the purpose of the study?**

This study is my final year of a three-year MA in counselling. I hope that the research will contribute to the body of knowledge in this field, perhaps eventually enabling the profession to better cater to the needs of individuals with speech disabilities and to provide equal opportunities for accessible care.

**Why have I been approached?**

Participants must be clinically qualified psychotherapists or counsellors (Level 4 or higher) with experience in delivering therapy to individuals with speech or communication difficulties. This may include fluency disorders (e.g., stuttering), developmental communication disorders (e.g., DLD), or acquired neurological or medical conditions impacting speech or language (e.g., dysarthria, aphasia, apraxia of speech).

**Do I have to take part?**

You are invited but not obliged to take part in the research.

**What will happen if I take part?**

You will be invited to organise a mutually agreeable time to meet on Zoom for an interview. The semi-structured interview will be video- and audio-recorded and will last for

approximately 45 minutes. I will ask you questions about your experience working with individuals with speech or communication disabilities.

**What will it involve?**

The time commitment will be around 1 hour – introduction, interview, and debrief. You will need a working computer, internet access, a private space where we would not be interrupted and access to Zoom.

**What are the possible disadvantages and risks of taking part?**

There may be a risk of stirring up complex emotions if the questions prompt us to discuss difficult experiences with previous clients.

In the event of the participant becoming distressed as a result of taking part in the research, you will be signposted to appropriate support.

**What are the possible benefits of taking part?**

This is an exciting opportunity to expand our knowledge on this topic.

**If I agree to take part, can I change my mind?**

*Yes, you have the right to withdraw at any time.* Participants can withdraw from the research at any time and **withdraw consent without giving a reason or explanation within 48 hours of the interview.** After one to two weeks of completing the interview, transcription and analysis of the interview data will begin. Whilst every effort will be taken to remove all data if consent is withdrawn at any point after, participants should be aware that it is usually impracticable to withdraw after in-depth analysis of the data and submission/publication of the research.

**Will my data and personal information be kept anonymous and confidential?**

The use of pseudonyms will be maintained, and any identifying details will be altered to ensure the client and counsellor's confidentiality will be protected. All data will be stored on a password-protected device in a locked space and destroyed 18 months after the research is completed.

**What will happen to my data after I have taken part in the research?**

All your data will be kept confidential and anonymous through the use of pseudonyms. All identifying details will be changed in any interview transcripts. Complete anonymity (by use of allocated pseudonyms and changing any identifiable information) will also be maintained if any brief direct quotes from participants are used in the final MA dissertation or in future publications.

**Who has reviewed the study?**

This research has been reviewed and granted ethical approval by the Waverley Abbey College Research Ethics Committee.

**How do I raise an issue or make a complaint if I am concerned?**

*If you wish to raise a concern or complaint, please make contact with me: Miriam Calvert via [Miriam.calvert@waverleyabbeycollege.ac.uk](mailto:Miriam.calvert@waverleyabbeycollege.ac.uk). You are also welcome to raise a concern or complaint with my research supervisor, Sara Lister who can be contact via [Sara.lister@waverleyabbeycollege.ac.uk](mailto:Sara.lister@waverleyabbeycollege.ac.uk), or the MA Programme Leader*

*Dr Martin Stokley via [Martin.stokley@waverleyabbeycollege.ac.uk](mailto:Martin.stokley@waverleyabbeycollege.ac.uk). You can also discuss any concerns or make a formal complaint with the Chairperson of the Waverley Abbey College Research Ethics Committee, Dr Martin Stokley, who can be contact via [Martin.Stokley@waverleyabbey.ac.uk](mailto:Martin.Stokley@waverleyabbey.ac.uk). (For more information on the complaints procedures and policies, please contact Dr Martin Stokley).*

**What code of ethics or ethical framework does the researcher have to abide by?**

I will abide by the Waverley Abbey College Research Ethics Policy and Procedures (a copy of the policy can be made available upon request).

**What will happen to the data I provide?**

On completion of the interview, the audio will be transcribed and analysed.

Your data will be processed in accordance with Waverley Abbey College's relevant data policies and procedures. For more information, please see the Data Privacy Notice below.

You have the right to ask to see any information gathered on you by contacting me on [Miriam.calvert@waverleyabbey.ac.uk](mailto:Miriam.calvert@waverleyabbey.ac.uk). You also have the right to ask for information which you believe to be incorrect to be rectified. If you are concerned about the way your information is being handled, please email Waverley Abbey Colleges Data Protection Officer at [simon.hawes@waverleyabbey.org](mailto:simon.hawes@waverleyabbey.org). If you are still unhappy you have the right to complain to the Information Commissioner's Office.

In line with Waverley Abbey College policy, on completion of the course (or exit of the course), any raw data, such as, the audio recording of the research will be securely destroyed. The transcripts of the interviews will be kept for a period of 18 months after the end of the course by the researcher and then securely destroyed.

**Waverley Abbey College - Research Data Privacy Policy**

**Our contact details:**

Waverley Abbey Trust  
Waverley Abbey House,  
Waverley Lane,  
Farnham,  
Surrey,  
GU9 8EP  
Phone Number: +44 (0)1252 784 700

E-mail: [simon.hawes@waverleyabbey.org](mailto:simon.hawes@waverleyabbey.org)

**What type of information is collected?**

As part of the course requirements in the final research module, the following information is collected and processed:

- Personal identifiers and characteristics, including name, occupation, and therapeutic modality.
- Contact details for use during the research process, such as email address and phone numbers.
- In-depth interview data will be video- and audio-recorded, and a transcription of the recording will be created.

### **How we get the information and why we have it**

We use the information you have given us for research purposes as part of the MA Counselling course requirements. The personal information is used to complete the research on the therapists' understanding and experience working with clients with medical and developmental speech disabilities.

The personal information we process is provided to us directly by you for one of the following reasons:

- As part of your participation my MA research project. The data will be collected, analysed and used solely for this research purpose.
- The data is collected via in-depth interviews that are audio and video recorded and a transcript is created from that recording.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

**Your consent. You can withdraw your consent at any time. You can do this by contacting Miriam Calvert: [Miriam.calvert@waverleyabbeycollege.ac.uk](mailto:Miriam.calvert@waverleyabbeycollege.ac.uk).**

Whilst every effort will be taken to remove all data if consent is withdrawn at any point after the research interview, it may be impractical to withdraw all data after in-depth analysis of the data has commenced, and impractical to withdraw after submission/publication of the research.

### **What we do with the information we have**

The data you provide is audio and video recorded and a transcription is made of that recording. This data will be analysed as part of the research process.

Although the raw data I collect from you will not usually be shared with anyone else, the data may be shared with my research supervisor, Sara Lister at Waverley Abbey College, and, in rare circumstances, may be viewed by the programme's external examiner or other relevant assessors as part of the course requirements and relevant regulations under Middlesex University. In extreme circumstances, where there is imminent risk of harm or a legal obligation to disclose, data may be shared with relevant agencies and personnel.

In line with college policy, on completion of the course (or exit of the course), any raw research data, such as the audio and video recording, will be securely destroyed. The transcripts of the interviews will be kept for a period of 18 months after the end of the course by the researcher and then securely destroyed.

### **How we store your information**

Your information is securely stored in a password-protected computer, in a locked cabinet.

We keep video and audio recordings and transcripts for 18 months. We will then dispose of your information by safely deleting the files.

In line with college policy, on completion of the course (or exit of the course), any raw research data, such as, the video-audio recording will be securely destroyed. The transcripts of the interviews will be kept for a period of 18 months after the end of the course by the researcher and then securely destroyed.

## **Your data protection rights**

Under data protection law, you have rights including:

*Your right of access* - You have the right to ask us for copies of your personal information.

*Your right to rectification* - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

*Your right to erasure* - You have the right to ask us to erase your personal information in certain circumstances.

Participants can withdraw their participation in the research at any time and withdraw their consent, and their data, without giving a reason or explanation. Approximately one week after the research interview, transcription and analysis of the data will begin. Whilst every effort will be taken to remove all data if consent is withdrawn at any point after the research interview, it may be impracticable to withdraw all data after in-depth analysis of the data has commenced, and impractical to withdraw after submission/publication of the research.

*Your right to restriction of processing* - You have the right to ask us to restrict the processing of your information in certain circumstances.

*Your right to object to processing* - You have the the right to object to the processing of your personal data in certain circumstances.

*Your right to data portability* - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [Miriam.calvert@waverleyabbeycollege.ac.uk](mailto:Miriam.calvert@waverleyabbeycollege.ac.uk) if you wish to make a request.

## **How to complain**

You can raise a concern or complaint to the data protection officer at Waverley Abbey College via: E-mail: [simon.hawes@waverleyabbey.org](mailto:simon.hawes@waverleyabbey.org)

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Helpline number: 0303 123 1113

## **Who do I contact for further information or if I have questions?**

*If you require and further information or have questions, please contact me on  
[Miriam.calvert@waverleyabbeycollege.ac.uk](mailto:Miriam.calvert@waverleyabbeycollege.ac.uk)*

**Thank you for taking time to consider taking part.**

**Participant's name:**

**Participant's signature:**

**Date:**

**Researcher's name: Miriam Calvert**

**Researcher's signature:**

**Date:**