WAVERLEY ABBEY

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

A shared experience of how faith impacts professional boundaries in counsellors and the subsequent therapeutic relationship with clients

Researcher's name and contact details

Researcher: Edwina Goh

Programme: MA Professional Counselling

Email: Edwina.Gohyihui@waverleyabbeycollege.ac.uk

Invitation

You are invited to take part in a research exploring professional boundaries within one's faith. Where does one set the boundary with regards to time or contact with the client? How does one acknowledge the boundary breaches and 'remedy' this to ensure that both clients and counsellors are both supported and protected? Are these the boundaries set by individuals or by the organisation?

I would like to invite any interested counsellors from faith communities who have navigated boundary settings to a 60-minutes interview session over Microsoft Teams to explore this topic.

What is the purpose of the study?

This research is part of my MA dissertation at Waverley Abbey College. My research question intends to explore if faith and one's cultural beliefs may affect our perception of boundaries and if this will affect the therapeutic relationship between counsellor and clients.

The aim is to:

- Identify the impact of boundaries with therapist of different faiths
- Explore and compare if faith affect perception of professional boundaries
- Analyse the subsequent therapeutic relationship
- Assess and compare the impact of faith on the therapeutic alliance

Why have I been approached?

You have been approached because you:

- Are a UK-based counsellor registered to a professional organisation with its own code of ethics
- Are aged 18 or over, and
- Have experiences in navigating the complexities of faith and professional boundaries

Do I have to take part?

You are invited but not obliged to take part in this research. I am aware that there is a gap in research with regards to faith and boundaries, hence any experiences that would offer insight into my research would be very much appreciated.

What will happen if I take part?

Participation entails a 60 minutes semi-structured interview over Microsoft Teams as a one-off interview at a time that would suit you. This would be recorded to enable me to replay and make field notes during the analytical phase. Your participation will be very much appreciated and may provide a useful analysis for the future of counselling. Identifiable client information will not be disclosed.

What will it involve?

It involves 60 minutes of your time. Online interviews will take place in a private uninterrupted space.

What are the possible disadvantages and risks of taking part?

Difficult feelings may be evoked, confidentiality may not be absolute in some types of research (e.g., insider action research).

If any of the above occurs, you will be signposted to relevant support, such as, your personal counsellors or advice to bring it to supervision. Should you not have a counsellor, counsellors contact can be sought via the British Association of Counsellors and Psychotherapist directory, NHS Talking Therapies or via your GP.

What are the possible benefits of taking part?

This may be an opportunity to add to the knowledge on a topic or shed light on a research topic that has not been explored in the UK, and this is a chance to discuss an experience.

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

Yes, you have the right to withdraw at any time. Participants can withdraw their participation in the research at any time and withdraw consent without giving reason or explanation. 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?

Yes, data will be stored on a password protected laptop only accessible by myself. Participants will be identified according to pseudonyms and not seen by anyone else apart from myself. Identifiable client information will be anonymised and not translated in the analysis.

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 will also be maintained if any brief direct quotes from participants are used in the final MA dissertation. The transcript of the interviews will be kept for a period of 18 months after the end of the course and then securely destroyed.

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, Edwina Goh, via Edwina.Gohyihui@waverleyabbeycollege.ac.uk. You are also welcome to raise a concern or complaint with my research supervisor, Dr Christopher Steed, who can be contact via christopher.steed@lst.ac.uk, or the MA Programme Leader, Dr Martin Stokley via 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@waverleyabbeycollege.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?

The data that will be collected would include your age, gender, occupation - including working or full-time as a counsellor, faith and number of years qualified/ hours completed as a trainee counsellor.

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 Edwina.Gohyihui@waverleyabbeycollege.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@waverleyabbeycollege.ac.uk . 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 [or other raw data] of the research will be securely destroyed. The transcripts of the interviews [or other transcripts] 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@waverleyabbeycollege.ac.uk

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, age, gender, occupation – including working part-time or full time as a counsellor, religion and number of years qualified/ hours completed as a trainee counsellor.
- Contact details for use during the research process, such as your name and contact details.
- In-depth interview data, which will be 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 that you have given us for research purposes as part of the course requirements of the MA in Professional Counselling. The personal information is used to complete the research on **How does faith impact on maintaining professional boundaries and the subsequent therapeutic relationship with clients?**

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 by via in-depth interviews that is audio recorded.

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

Your consent. You can remove your consent at any time. You can do this by contacting me, Edwina Goh via email Edwina.Gohyihui@waverleyabbeycolleage.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 impracticable 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 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, Dr Christoper Steed at London School of Theology, 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 recording [or other raw data], will be securely destroyed. The transcripts of the interviews [or other transcripts] 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 by [include specific details of how the data will be kept secure, e.g., kept in a password protected computer, in a locked cabinet, stored in Waverley Abbey College supplied personal cloud file storage area etc].

We keep the audio recordings for 18 months. We will then dispose your information by deletion of audio files that have been stored in a password protected folder on Microsoft One Drive.

In line with college policy, on completion of the course (or exit of the course), any raw research data, such as, the audio recording [or other raw data], will be securely destroyed. The transcripts of the interviews [or other transcripts] 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 Edwina.Gohyihui@waverleyabbeycolleage.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@waverleyabbeycollege.ac.uk

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 Edwina.Gohyihui@waverleyabbeycollege.ac.uk.

Thank you for taking time to consider taking part.

Participant's name	**Researcher's name**
Participant's signature	**Researcher's signature**
Date	**Date**