

PARTICIPANT INFORMATION SHEET

Elevating Bolsover: A Comprehensive Review of the Place Program's Impact

Dragonfly Management (Bolsover) Limited, and Bolsover District Council as its local authority owner, undertake research and surveys with stakeholders in strict compliance with legal and ethical obligations. General Data Protection Regulation (GDPR) requires us to have a lawful basis for processing personal data, which is to perform a public task which is in the public interest. If these provisions do not apply, consent will be required in order for Dragonfly to process personal data. If and when consent is required, this will be made clear to you, and you will be asked to opt in. You will be provided all necessary and sufficient detail to enable an informed choice as well as set out how you can withdraw any given consent and how. The privacy notices are available by visiting <https://www.bolsover.gov.uk/data-protection-cctv-and-foi/251-privacy-statements>

This study has been reviewed and approved by Sheffield Hallam University's Business School to ensure ethics and integrity are upheld. Further information at: www.shu.ac.uk/research/excellence/ethics-and-integrity

Bolsover UK, as the district's place brand and narrative, has been established to tell a story – a story which articulates the distinctiveness, character, and unique heritage, highlighting what makes it a special place with opportunities for the development of both the town and its communities. The place narrative consists of themes, which are chapters in the place story, and represent what needs to be focussed on for Bolsover to prosper.

One year on from the start of telling the story, engaging communities and businesses from across the District who are at the heart of all we do, we want to hear your views on how well it has worked and what we can continue to do to celebrate the place, as well as what we could do better to include more visitors, communities and/or businesses on this journey to prosperity.

The research shall take the form of a structured online survey. This Participation Information Sheet sets out what will be required as part of this research project. Along with a copy of the Consent Form, this sheet is available for you to download and keep, and you have the right to withdraw your consent or refuse to answer any particular question without reason.

The survey will be made available to complete online on Wednesday 24 September 2025 and will be available to respond to until midnight on Sunday 5 October 2025.

This research project shall adhere to the following principles of confidentiality in ensuring:

- No personal and sensitive data is requested from participants.
- data will be recorded accurately and will only be stored for the length of time required to complete this research project - deletion will be Jan 2025.
- the research is conducted with integrity and confidentiality.

Dragonfly and Bolsover District Council adhere to:

- an Information Sharing Protocol
- A framework for partner organisations to manage, process, and share personal and sensitive personal information
- General Data Protection Regulation (GDPR)
- A set of principles that require personal information to be processed lawfully, fairly, and transparently

- Public Interest Disclosure Act 1998
- Protect their employees who report concerns from harassment, victimisation, and other unfair treatment.

The data collected through this research project will be the responsibility of, and retained by, the lead researcher - Natalie Etches, and will not be shared with any third party in its raw form. It shall not be linked to any participant, and the findings shall be anonymised and collated when analysed and published as part of the final report. The data shall be retained for a period of no more than 30 days following submission of the assignment report and grading. All data shall then be deleted in January 2025.

The findings of the research project shall be presented to the Bolsover Place Board through a formal report and presentation. Further information about the survey results will be made available through the Bolsover UK website.

If you have any questions about the information contained within this sheet, the consent form, or would like any clarification on any other part of the research project, please email natalie.etches@bolsover.gov.uk or call 01246 242389.

Details of who to contact if you have any concerns or if adverse effects occur after the study are given below.

Researcher/ Research Team Details:

You should contact the Data Protection Officer if: • you have a query about how your data is used by the University • you would like to report a data security breach (e.g. if you think your personal data has been lost or disclosed inappropriately) • you would like to complain about how the University has used your personal data DPO@shu.ac.uk	You should contact the Head of Research Ethics (Dr Mayur Ranchordas) if: • you have concerns with how the research was undertaken or how you were treated ethicssupport@shu.ac.uk
Postal address: Sheffield Hallam University, Howard Street, Sheffield S1 1WBT Telephone: 0114 225 5555	