

Food Banks During Covid-19 Times: Challenges and Prospects (INTERVIEW)

This PIS should be read in conjunction with [The University privacy notice](#)

You are being invited to take part in a research study that aims to explore how Covid-19 is affecting the organization of emergency food providers in Greater Manchester. Before you decide whether to take part, it is important for you to understand why the research is being conducted and what it will involve. Please take time to read the following information carefully and discuss it with others if you wish. Take time to decide whether or not you wish to take part. Thank you for taking the time to read this.

Who will conduct the research?

Dr Filippo Oncini, Sustainable Consumption Institute
School of Social Sciences - The University of Manchester
Room 9.008, Alliance Manchester Business School, Booth Street West, Manchester M15 6PB

What is the purpose of the research?

The research aims to explore how different emergency food providers are facing the crisis provoked by Covid-19. In particular, the project aims to understand which strategies have been put in place by emergency food providers, what have been the main obstacles, how the spread of the virus has affected the everyday life of the organization and what alternative solutions could be envisioned to tackle food insecurity in the future.

Why have I been chosen?

You have been chosen to participate in this research study because you have agreed to be contacted in a previous call. You will be one of approximately 30 anonymous participants in this project and you were selected for this research study because you are the director, or a spokesperson of a food emergency provider based in Greater Manchester.

What would I be asked to do if I took part?

We will conduct an hour-long interview on a digital conference software called Zoom, in which you will be asked various questions regarding the food emergency provider, and on the way the spread of Covid-19 has affected the organization of food provisioning.

There are no expected discomforts, disadvantages or risk to yourself by taking part in the research. However, if any unexpected risks arise these will be immediately brought to your attention, and you will be able to decide whether to continue participation. Further to this is, you are not required to answer any questions that you do not wish to answer and you can retract from the research study at any time with no penalty or loss of benefits to which you are otherwise entitled.

What will happen to the information you collect?

In order to undertake the research project, I will collect information on the food bank and on the way it operates. If you agree, the interview will be audio-recorded. On a separate audio file, I will also need to record a verbal consent form, that will not be linked to the interview file. The interview data will be transcribed and analysed in order to find common themes among participants. Only Filippo Oncini will have access to this information. The dataset will not contain personal information that will make it possible to track back the name of the food bank or your personal data.

I am collecting and storing this personal information in accordance with the General Data Protection Regulation (GDPR) and Data Protection Act 2018 which legislate to protect your personal information. For more information about the way we process your personal information and comply with data protection law please see our [Privacy Notice for Research Participants](#).

The University of Manchester, as Data Controller for this project, takes responsibility for the protection of the personal and sensible information that this study is collecting. In order to comply with the legal obligations to protect the data the University has safeguards in place such as policies and procedures. The researcher is appropriately trained and your data will be looked after in the following way:

Only Filippo Oncini at the University of Manchester will have access to your personal identifiable information, that is data which could identify you or the emergency food provider, but he will anonymise it **as soon as the interview transcript is obtained**. However, verbal consent form and the transcripts will be retained for 5 years after publication with the researcher at the University of Manchester. The data will not be transferred outside the EU or any other cloud services.

You have a number of rights under data protection law regarding your personal information. For example, you can request a copy of the information we hold about you, including audio recordings, until these will not be anonymised or deleted. This is known as a Subject Access Request. If you would like to know more about your different rights, please consult our [privacy notice for research](#) and if you wish to contact us about your data protection rights, please email dataprotection@manchester.ac.uk or write to The Information Governance Office, Christie Building, University of Manchester, Oxford Road, M13 9PL at the University and we will guide you through the process of exercising your rights. Please notice that the University of Manchester Campus is now closed until further notice due to Covid-19, so please get in touch via email or check the coronavirus page of the University of Manchester at the following link: <https://www.manchester.ac.uk/coronavirus/>

You also have a right to complain to the [Information Commissioner's Office](#), Tel 0303 123 1113

Will my participation in the study be confidential?

Your participation in the study will be kept confidential to the researcher. Each participant and the food bank they work in will be given a pseudonym name to anonymise the data. Below are the further measures which will be undertaken to ensure your confidentiality:

- The audio recordings will be used to create transcripts, this will be completed by the researcher and no other person will have access to this data until it has been anonymised.
- Personal information that could identify you will be removed from the final transcript and report.

- All data will be kept on a password protected folder uploaded on Isilon, the University of Manchester data storage.
- The audio recordings will be deleted once the transcripts are completed

Please notice, should you disclose any information relating to criminal activity or potential threats of harm to yourself or others I have a duty of care to report this to the appropriate authorities. To avoid this, please do not to inform me of instances of illegal activity for which you have not already been convicted.

What happens if I do not want to take part or if I change my mind?

It is up to you to decide whether or not to take part. If you do decide to take part, you will be given this information sheet to keep and be asked to agree to a verbal consent form before starting the interview. If you decide to take part, you are still free to withdraw at any time without giving a reason and without detriment to yourself. However, it will not be possible to remove your data from the project once it has been anonymised and forms part of the dataset as we will not be able to identify your specific data. This does not affect your data protection rights.

Audio recording is essential for this project. However, if you do not feel comfortable with the recording at any time during the interview, the recording will be deleted. Participants should always feel comfortable with the recording process.

Will I be paid for participating in the research?

You will receive a £30 voucher, in the form of charity donation for the emergency food provider, for participating in the research.

What is the duration of the research?

The approximate duration for each interview is an hour.

Where will the research be conducted?

The research will be conducted via Zoom digital conference tool.

Will the outcomes of the research be published?

This research will be used as part of academic journal publishing.

Who has reviewed the research project?

This research project has been reviewed by the Proportionate University of Manchester Ethics Committee.

How can I get updated about the research findings?

If you would like to know more about the research findings, please send an email to Filippo.oncini@manchester.ac.uk, and he will send you a summary of the results as soon as these are available. Your email will be securely stored in the University of Manchester Data storage.

What if I want to make a complaint?

Minor complaints

If you have a minor complaint then you need to contact the researcher in the first instance, whose details are below:

Dr. Filippo Oncini

Filippo.oncini@manchester.ac.uk

Formal Complaints

If you wish to make a formal complaint or if you are not satisfied with the response you have gained from the researchers in the first instance then please contact

The Research Governance and Integrity Manager, Research Office, Christie Building, University of Manchester, Oxford Road, Manchester, M13 9PL, by emailing: research.complaints@manchester.ac.uk or by telephoning 0161 275 2674.

What Do I Do Now?

If you have any queries about the study or if you are interested in taking part, then please contact

Dr. Filippo Oncini

Filippo.oncini@manchester.ac.uk