

Survey methodology and data policy

Version: 1.0

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Introduction

You have agreed to participate in research for the Sustrans WACI Dashboard.

This document:

- States who are responsible for the research.
- Explains the purpose and the methodology of research.
- Explains what data we will collect as part of the research, who that data is shared with, how long we will keep that data, and how you can request that your data is removed.

Your consent to participate in the research and for the data to be collected, stored, and used as described in this document will be obtained separately from this document.

Responsibility for the research

The research is being conducted by B Team, St Mary's House, Netherhampton, Salisbury, Wiltshire, United Kingdom, SP2 8PU, <https://bteam.co>. The individual managing the research is Ben Coleman, ben@bteam.co.

The research is being conducted on behalf of the Cotswolds Conservation Board, Cotswold Business Centre, 2 A P Ellis Rd, Upper Rissington, Cheltenham, GL54 2QB. The individual managing the project is Alana Hopkins, Communications Lead, alana.hopkins@cotswolds-nl.org.uk.

Research purpose and methodology

As part of our discovery process, we want to understand more about people who would use the Cotswolds NL website.

To help with this, we're conducting an online survey to explore themes around:

- What the individuals and their organisations do.
- The tasks individuals take part in to do their work.
- The information sources and resources individuals make use of.
- How individuals and organisations have interacted with the Cotswold NL website and may do so in the future

Data collected during research, how it will be stored and used, and consent

Your contact details: Name, email address.

Your contact details have been provided to Alana Hopkins at Cotswolds NL by through subscribing to a newsletter or **from a volunteer list**. You can ask us to remove your contact details at any time by contacting Alana Hopkins, contact details given in [Responsibility for the research](#) above.

Information we collect during the survey

The information you provide in the survey will be held in SurveyMonkey, the platform we use to run the survey. You can view the SurveyMonkey privacy policy here: <https://www.surveymonkey.co.uk/mp/legal/privacy/>.

We will share the results of the survey with our client: Cotswolds NL.

We will review all survey results to extract comments and information (hereafter called insights) that will inform the work on the Cotswold NL website. These insights will not be attributed to individuals. Insights will be shared with our client, Cotswold NL.

Survey results will be stored from the start of the participant recruitment activity (1st Jul 2024) until the date which is 60 days from the end of the research activity. Research insights will be stored and may be shared indefinitely. You can ask us to remove survey results at any time by contacting Ben Coleman or Alana Hopkins, contact details given in [Responsibility for the research](#) above. Since research insights are not attributable to individuals, we won't be able to identify and remove these.