

Facilitating Research Agreement

This agreement has been designed to support the Violence Reduction Partnership and partners in facilitating primary qualitative research such as surveys, focus groups or consultations. For the purpose of this agreement the Violence Reduction Partnership will be referred to as the 'VRP', the relevant partner would be referred to as the 'host organisation' and the potential participants of the research will be referred to as the 'cohort'. To protect identities of the cohort, signed consent forms and data will be stored separately. Information from participants will be entered into databases for analysis and stored on encrypted and password protected computers. All personal data will be stored according to the Office of the Police and Crime Commissioner's [Privacy Policy](#) and treated in accordance with the General Data Protection Regulations (GDPR) and the [Data Protection Act 2018 \(legislation.gov.uk\)](#). The cohort will not be identifiable through any of the research reports.

The agreement:

- To protect the cohort, a risk assessment will be conducted between the VRP and the host organisation to minimise any potential harm from research and a safeguarding arrangement will be agreed prior to data collection.
- To inform the cohort of the research, a participant information sheet will be shared with them and the host organisation prior to data collection.
- Host organisation agrees to the use of informed consent forms for the research and accepts responsibility to support in the distribution of the consent forms.
- Host organisation to inform VRP of any accessibility or vulnerability issues concerning the cohort so this may be accommodated in the study and consent form.
- Consent forms will be an agreement between the VRP and the participant and/or their guardian (if under 18) with reference to the host organisation.
- Ownership of the data will be assigned in accordance to the OPCC privacy policy.
- The VRP will ensure that after research has been conducted and analysed, results will be fed back to the host organisation.
- The host organisation agrees to the following VRP research principles
 1. Having a robust safeguarding procedure, taking a lead role in safeguarding of the cohort
 2. Maintaining the confidentiality of the research project until published or publicly available
 3. Protecting the anonymity of the cohort as instructed by researchers
 4. Working with relevant organisations if a significant disclosure is made

Host organisation agreement

VRP agreement