



Llywodraeth Cymru  
Welsh Government

## **Welsh Government Rural Communities – Rural Development Programme 2014 to 2020**

### **Your views on the Food Business Investment Scheme: food business managers**

The Food Division in Welsh Government has commissioned the Sustainable Futures Research Team in Knowledge and Analytical Services, Welsh Government to undertake some research into the effectiveness of the support provided through the Food Business Investment Scheme.

The aim of this research is to understand the areas which are working well with the Scheme, as well as those which are not working so well and where there is room for improvement. A critical element of the research is to hear the views of both individuals in receipt of support and individuals providing the support. As part of this research the Sustainable Futures Research Team will be gathering information through interviews with Food Business Managers.

The Welsh Government is the data controller for the research. The research team will remove personal data before writing up the report and will not provide personally identifiable data to others in Welsh Government unless you ask us to.

The information collected during the project will be included in a report published on the Welsh Government website

Your participation in this research is completely voluntary. However your views and experiences are important in order to help inform Welsh Government policies.

## **Privacy notice**

### **What personal data do we hold and where do we get this information?**

Personal data is defined under the General Data Protection Regulation (GDPR) as 'any information relating to an identifiable person who can be directly or indirectly identified by reference to an identifier'.

The email addresses of Food Business Managers are held by the Scheme Management Unit. Policy officials from the Food Division have drawn the sample of potential interview respondents from these email addresses. They are saved in a folder with restricted access.

Your participation is voluntary and if you do not wish to take part or be sent reminders then please reply to the invitation email or using the telephone number provided and your details will be removed. The research team will only use email address and telephone number for the purposes of this research project. As part of this research we will be collecting some personal information (your name and role) in the interview to help contextualise your responses. Although not required, you may also choose to provide personal data through your responses to the interview questions.

If you chose to provide additional personal data as part of the research we will not try and identify you from, or link your identity to, the responses you provide. We wish to record interviews but will ask you before the interview starts if you are happy to be recorded. The recording would be transcribed by the researcher who conducted the interview within a few days of the interview and the recordings of the interview will be deleted following transcription. Any personal data you may have provided during the interview will be deleted from the transcript before analysis.

If you raise a query or complaint and provide personal data requesting a response, the researcher will forward the request only to the relevant official and subsequently delete it from the research data.

### **What is the lawful basis for using your data?**

The lawful basis of processing information in this data collection exercise is our public task; that is, exercising our official authority to undertake the core role and functions of the Welsh Government.

Participation is completely voluntary. Research studies such as this are important for the Welsh Government to collect information and actionable evidence about its ability to deliver government priorities. The information collected in this research will help Welsh Government officials make decisions in relation to future Welsh Government food and drinks sector business support.

## **How secure is your personal data?**

Personal data provided to Welsh Government is held on secure servers, and for this project a folder has been created that has access restricted only to the immediate research team. Your contact details and any personal data you choose to provide will be stored in this restricted folder. The researchers will not provide any personal information when reporting findings to the policy team.

All data gathered through this research will be reported in an anonymised format. It will not contain your contact details and any identifiable information will be removed. The Sustainable Futures Research Team will use the information gathered to produce a report that will be published on the Welsh Government website. This report will not include any information that could be used to identify individual participants.

## **How long do we keep your personal data?**

Any personal data not already removed during transcription will be deleted by the Sustainable Futures Research Team from their restricted project folder three months after the publication of the final report. This includes your contact details.

## **Individual rights**

Under GDPR, you have the following rights in relation to the personal information you provide as part of this research project:

- to access a copy of your own data
- for us to rectify inaccuracies in that data
- to object to or restrict processing (in certain circumstances)
- for your data to be 'erased' (in certain circumstances)
- to lodge a complaint with the Information Commissioner's Office (ICO) who is our independent regulator for data protection.

The contact details for the Information Commissioner's Office are: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Phone: 01625 545 745 or 0303 123 1113. Website: [www.ico.gov.uk](http://www.ico.gov.uk)

## Further Information

If you have any further questions about how the data provided as part of this study will be used by the Welsh Government or wish to exercise your rights using the General Data Protection Regulation, please contact:

Kate Mulready (Knowledge and Analytical Services, Welsh Government)

Telephone: 0300 025 1481

Email: [kathleen.mulready001@gov.wales](mailto:kathleen.mulready001@gov.wales)

The Welsh Government's Data Protection Officer can be contacted at:

Welsh Government, Cathays Park, Cardiff, CF10 3NQ

Email: [DataProtectionOfficer@gov.wales](mailto:DataProtectionOfficer@gov.wales)