

Participant Information Sheet

Exclusion and Inequality in Late Working Life

What is the purpose of this project?

More and more people are working past state pension age, whether it is out of choice or necessity. The aim of this research is to understand how organisations are equipped to accommodate an ageing work force and to find out what policies and practices are in place to support older workers. It is also important to find out what challenges these policies and practices cause and the realities of implementing such support, including any negative effects that may be felt by older workers, as well as any future changes that could improve the experience of older workers.

Why am I being invited to take part?

You've been invited to take part in this research because you are currently in a managerial or employee representative position within your organisation.

Do I have to take part?

It is entirely up to you whether or not you decide to take part in this research project. If you choose to take part, you will be asked to sign a consent form and your personal details will remain anonymous. You will still be free to withdraw your participation at any time without giving a reason, or you can withdraw your data up until a month after you have taken part in an interview. If you wish to withdraw from the research, please use the contact details listed below to get in touch.

What does taking part in this research involve?

If you agree to take part, you will be asked to give your consent before the interview begins. The consent form can either be emailed to you, posted out to you, or you can be talked through it over the phone. You will need to return the form via email or post or agree verbally on record that you consented. If you would like this form, or any other documents related to this study in another format (i.e., large print), please get in touch via the contact details below.

You will be invited to an online interview. This will last approximately 30-45 minutes. This interview will involve a series of questions about policies and practices surrounding older workers in your workplace. Topics include information about your role and the organisation you work for, policies for older workers, experiences of discrimination of older workers, changes needed for a fairer working experience in the future. With your permission, the interview will be audio recorded.

What will happen to the data collected, and the results of the research project?

Everything you say in the interview will be kept confidential. All data will be stored in a password protected file that only the research team have access to. Please be aware that if at any point you feel uncomfortable during the research process you have the right to withdraw and any information you have given will be discounted from the study. You will not be identifiable in any reports or publications. You will have the opportunity to review your

interview transcript and remove any comments you feel necessary. All personal information you give will be collected, handled, processed, and stored by the University of Sheffield according to the Data Protection Act (2018) and GDPR (2018). The findings from the research will contribute to project reports, academic publications, presentations, and future events. If you decide to take part, you can request to be kept informed of the findings and conclusions made from the study.

What are the potential disadvantages/risks of taking part?

There are no foreseen disadvantages to you from taking part in this study. In the unlikely event that you become upset or distressed you may choose to withdraw from the study at any time up until one month after the interview. Some of the things that you say during our discussion may be quoted in the reports that will be produced from the study, but no one will be able to identify these as your words. Whatever you say will be treated as confidential. Nothing recorded from the conversations will be traceable back to you.

What are the potential benefits of taking part?

Findings from this study have potential public value in improving later working life in the UK and Europe in the future.

What is the legal basis for processing my personal data?

The University of Sheffield will act as the 'Data Controller' for all data used in research. This means that the University is responsible for looking after your information and using it properly.

According to data protection legislation, we are required to inform you that the legal basis we are applying in order to process your personal data is that 'processing is necessary for the performance of a task carried out in the public interest' (Article 6(1)(e)). Further information can be found in the University's Privacy Notice: <https://www.sheffield.ac.uk/govern/data-protection/privacy/general>.

Who has reviewed and approved this study?

The University of Sheffield's Ethics Review Procedure has reviewed and ethically approved this study.

Further information and contact details

General queries

The research is funded by the Swedish Research Council for Health, Working Life and Welfare (FORTE). This project has been ethically approved via the University of Sheffield's Ethics Review Procedure, as administered by the Sociological Studies department. If you have any questions or concerns about the research, the use of your data, or wish to amend your consent after completion of the Consent Form, please contact either:

- The person doing the research, Dr Rachel Crossdale (r.crossdale@sheffield.ac.uk)
- The project Principal Investigator, Prof Alan Walker (a.c.walker@sheffield.ac.uk)

Raising a complaint:

If you are dissatisfied with any aspect of the research and wish to make a complaint, please contact the principal investigator of the project, Prof Alan Walker

(a.c.walker@sheffield.ac.uk) in the first instance. If you feel your complaint has not been handled in a satisfactory way you can contact the Head of the Department of Sociological Studies, Prof Nathan Hughes (nathan.hughes@sheffield.ac.uk). If the complaint relates to how your personal data has been handled, you can find information about how to raise a complaint in the University's *Privacy Notice*: <https://www.sheffield.ac.uk/govern/data-protection/privacy/general>

Reporting a safeguarding concern:

If you wish to make a report of a concern or incident relating to potential exploitation, abuse or harm resulting from your involvement in this project, please contact the project's Designated Safeguarding Contact, Dr Liam Foster (l.foster@sheffield.ac.uk). If the concern or incident relates to the Designated Safeguarding Contact, or if you feel a report you have made to this Contact has not been handled in a satisfactory way, please contact the Head of the Department of Sociological Studies, Prof Nathan Hughes (nathan.hughes@sheffield.ac.uk)

Thank you for taking the time to read this information. You will be given a copy of this information sheet and a signed consent form for you to keep should you agree to participate.