

PARTICIPANT INFORMATION SHEET

PHASE 1 – EXPLORATORY QUALITATIVE STUDY

1. **Title:** *Building Strong Families in Singapore: A Study of Family Strength and Resources (Building Strong Families)* **AIC IRB Reference No.:** 2021-010

2. **Principal Investigator and co-investigator(s), if any, with the contact number and organisation:**

Miss Valerie Kwa
Principal Investigator

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Co-investigator

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3. **What is the purpose of this research?**

You are invited to participate in a research study. This information sheet provides you with information about the research study. It is important that you first take time to read through and understand the information provided in this sheet.

The Principal Investigator (the person in-charge of this research) or his/her representative will also explain this research to you and answer all of your questions. Read the information below and ask questions about anything you do not understand before deciding whether or not to take part. Consent for participation will be taken either virtually (for online sessions) or just before the interview (for face-to-face session).

This study is carried out to understand how strong and resilient families would look like in Singapore, regardless of family life stage and family types. Catholic Family Life Limited is a charity that seeks to form, empower, and restore families at all stages of development, regardless of ethnicity or religion, via our education, formation, and counselling programmes. The core belief is that all families have strengths and the capability to face challenges and grow from it. Catholic Family Life is seeking to understand what makes a family strong, how families survive adversities, family communication patterns, the values that Singaporean families hold close, and the aspects or characteristics of strong families in Singapore, with the hope that we can equip families with the necessary support and resources to flourish.

Your responses will provide valuable insights for us at Catholic Family Life to better understand, serve and support individuals, married couples and families through our services and resources.

4. **Who can participate in the research? What is the expected duration of my participation? What is the duration of this research?**

We will include any individual aged 21 years old and above and is English speaking, can participate in the interview phase of our research study on Building Strong Families. There are no exclusion criteria for our research study. Consent will be obtained from all participants prior to the interview session. Personal Data will be secured and protected in accordance with Catholic Family Life Limited Personal Data Policy.



All participation is completely voluntary and will not affect individual's usage of any of Catholic Family Life's programmes and services.

The expected duration of your participation is as follow:

- One interview session between February 2022 and June 2022
- Estimated to take between 45 to 90 minutes

This research study will commence in February 2022 and will wrap up by June – July 2023. Research analysis will wrap up by December 2023.

5. What is the approximate number of research participants involved?

The interview phase of this research study will involve individuals or couples from approximately 20 – 40 family units in Singapore.

6. What will be done if I take part in this research study?

If you take part in this research study, you will be asked to partake in one interview session, and to share your views regarding family strength, family communication patterns, family values, challenges and resources, and any other viewpoints and concerns related to the aspects of strong families.

Participants will also be asked to share about their own family, the influences of their views, the challenges they face and how these are solved, and any other aspects of their family life in relation to family strength.

7. How will my privacy and confidentiality of my research records be protected?

Participation in this research study may involve the collection of individually identifiable personal data and will be kept at a minimal. Only the Principal Investigator has your personal data (e.g., names and contact information) and this will not be released to any other person, including members of the research team, during the course of the study.

Any voluntary decision to leave contact information will solely be used as an invitation to join our interview session and for scheduling purposes. Personal data will never be used in any publication or presentation. All identifiable personal data will be coded (i.e., only identified with a code number) at the earliest possible stage of the research.

All responses provided in any of our phases will be kept private and confidential and in accordance with our Personal Data Protection Policy. Catholic Family Life may distribute aggregated statistical information to the Board of Directors and our grant funding organisations for reporting purposes. All data will be anonymised, and no individual will be identified in any reports.

All data collected will be stored securely in a database accessible only by the Research staff at Catholic Family Life. Any downloaded data for analysis purposes will be password protected, with added security measures, such as anti-virus software, taken by the organisation to prevent data leakages. Catholic Family



Life may retain the responses and the individual's personal data for as long as it is necessary to fulfil the research and analysis purposes, up to ten years.

8. What are the possible discomforts and risk for participants?

Possible discomforts are at a minimum in this research. If any, some possible discomforts for participants may include topics that the participants may find difficult to share (for example, sharing about your family-of-origin where there were cases of childhood trauma). Provision of information and/or resources for participants who experience discomfort and wish to seek help will be made available upon either verbal or written request to the Principal Investigator or Interviewer.

There are no perceived risks for participants in this research study.

9. What is the compensation for any injury?

No injury and/or compensation are expected from the participation in this research study.

10. What are incidental findings that may arise from this research?

"Incidental findings" are findings that have potential health or reproductive importance to research participants like you/your child and are discovered in the course of conducting the study, but are unrelated to the purposes, objectives, or variables of the study. There will not be any incidental findings arising in this research.

11. What is the cost involved for participating in this research?

One anticipated expense that participants might incur as a consequence of participating in this research includes travel expenses to interview locations. There are no other anticipated expenses for the participants.

12. Will there be reimbursement for participation?

You will not receive any reimbursement for your participation in this study.

13. What are the possible benefits to me and to others?

There is no direct benefit to you by participating in this research study. The knowledge gained may benefit the public in the future via our programmes, services, and resources for yourself, other individuals, married couples, and families. Other benefits from this study may include educational videos and family resource packs that will be made available at the end of the study. The findings will serve to inform the development of resources and services to serve the broad range of families within the community in the services provided by Catholic Family Life.

14. Can I refuse to participate in this research?

Yes, you can. Your decision to participate in this research study is voluntary and completely up to you. Access to Catholic Family Life's programmes and services will not be affected if you choose not to participate in this study. You can also withdraw from the research at any time without giving any reasons and without any consequence whatsoever, by informing the Principal Investigator. Any research data obtained before the consent is withdrawn may be retained and used for research.

In the event of any new information becoming available that may be relevant to your willingness to continue in this study, you (or your legally acceptable representative, if relevant) will be informed in a timely manner by the Principal Investigator or his/her representative. There will be no other circumstances under which the participants or his/her legally acceptable representative will be contacted for further consent.

15. Whom should I call if I have any questions or problems?

Please contact the Principal Investigator, **Valerie Kwa** at **6488 0278 (ext. 115)** or **research@familylife.sg** for all research-related matters in the event of research-related injuries.

For an independent opinion regarding the research the rights of research participants, you may contact a staff member of the Agency for Integrated Care Pte Ltd Institutional Review Board (Attn: AIC IRB Secretariat at 66321197 / 66036926 or email IRB@aic.sg).

CATHOLIC FAMILY LIFE PERSONAL DATA PROTECTION POLICY

Personal Data Protection Policy

Catholic Family Life Limited is committed to protecting the privacy of individuals who provide personal information to us.

This Personal Data Protection Policy ("**Policy**") sets out the basis which Catholic Family Life Limited ("**CFL**", "**we**", "**us**", or "**our**") may collect, use, disclose or otherwise process personal data of our research and programme participants in accordance with the Personal Data Protection Act ("**PDPA**"). This Policy applies to personal data in our possession or under our control, including personal data in the possession of organisations which we have engaged to collect, use, disclose, or process personal data for our purposes.

Personal Data

As used in this Policy:

1. "Individual" means an individual who (a) has agreed to participate in CFL's programmes and/or talks, (b) use our services, (c) volunteer the individual's time with us, (d) participate in any of our surveys/feedback forms, (e) donate to CFL, (f) is employed by CFL.
2. "Personal data" means any data, whether true or not, about an individual who can be identified: (a) from the provided data; or (b) from the provided data and other information to which we have or are likely to have access to. This will include the data from our records which may be updated from time to time.
3. Depending on the nature of the individual's interaction with us, some examples of personal data which we may collect from the individual include the individual's name, contact information such as the individual's address, NRIC, email address or telephone number, nationality, gender, marital status, household information (including gross income), religion and/or information related to employment.
4. The exact data to be collected will be dependent on the purpose and needs of the programme or service that the individual is engaging with our organisation. We endeavour to only collect, use or disclose personal data about an individual which it considers reasonably necessary for the purposes underlying such collection, use or disclosure.
5. Other terms used in this Policy shall have the meanings given to them in the PDPA (where the context so permits).

Collection, Use and Disclosure of Personal Data

6. We shall seek the individual's consent before collecting any personal data for the purposes mentioned below and before using the individual's personal data for a purpose which has not been notified to the individual (except where permitted or authorised by law).
7. We may collect and use the individual's personal data for any or all of the following purposes:

- a. For registration of our programmes, talks, and services and / or to process the individual's request on volunteering and donations.
 - b. To disseminate information on our programmes, talks, and services
 - c. To determine the effectiveness and quality of our programmes, talks, and services
 - d. To provide statistical report to organisations that provide us grants to run our programmes and services
 - e. To apply for subsidies, rebates, and fee waiver for or on behalf of individuals
 - f. For survey response evaluation and analysis relating to research purposes
 - g. For any other purposes for which the individual has provided the information
8. CFL may distribute aggregated statistical information to the Board of Directors for reporting purposes, and to our grant funding organisations. The data will be anonymised such that no individual will be identified.
 9. CFL will not disclose any personal data for marketing purposes without the individual's prior consent.

Consent of Personal Data

10. By providing the individual's personal data to CFL, the individual consents to CFL's collection, use and disclosure of the individual's personal data in accordance with this policy.

Withdrawing consent

11. The consent that the individual provides for the collection, use and disclosure of the individual's personal data will remain valid until such time it is being withdrawn by the individual in writing. The individual may withdraw consent and request us to stop using and/or disclosing the individual's personal data for any or all of the purposes listed above by submitting the individual's request in writing or via email to our Data Protection Officer at the contact details provided below.
12. Upon receipt of the individual's written request to withdraw the individual's consent, we may require reasonable time (depending on the complexity of the request and its impact on our relationship with the individual) for the individual's request to be processed and for us to notify the individual of the consequences of us acceding to the same, including any legal consequences which may affect the individual's rights and liabilities to us. In general, we shall seek to process the individual's request within ten (10) business days of receiving it.
13. Withdrawing consent does not affect our rights to continue to collect, use and disclose personal data where such collection, use and disclose without consent is permitted or required under applicable laws.

Access to and Correction of Personal Data

14. If the individual wishes to make (a) an access request for access to a copy of the personal data which we hold about the individual or information about the ways in which we use or disclose the individual's personal data, or (b) a correction request to correct or update any of the individual's personal data which we hold about the individual, the individual may submit the individual's request in writing or via email to our Data Protection Officer at the contact details provided below.
15. We will respond to the individual's request as soon as reasonably possible. Should we not be able to respond to the individual's request within thirty (30) days after receiving the individual's request, we will inform the individual in writing within thirty (30) days of the time by which we will be able to respond to the individual's request. If we are unable to provide the individual with any personal data or to make a correction requested by the individual, we shall generally inform the individual of the reasons why we are unable to do so (except where we are not required to do so under the PDPA).

Protection of Personal Data

16. To safeguard the individual's personal data from unauthorised access, collection, use, disclosure, copying, modification, disposal or similar risks, we have introduced appropriate administrative, physical and technical measures such as up-to-date antivirus protection, encryption and the use of privacy filters to secure all storage and transmission of personal data by us, and disclosing personal data both internally and to our authorised third-party service providers and agents only on a need-to-know basis.
17. However, that no method of transmission over the internet or method of electronic storage is completely secure. While security cannot be guaranteed, we strive to protect the security of the individual's information and are constantly reviewing and enhancing our information security measures.

Accuracy of Personal Data

18. We generally rely on personal data provided by the individual (or the individual's authorised representative). In order to ensure that the individual's personal data is current, complete and accurate, we will seek the individual's assistance to update us if there are changes to the individual's personal data by informing our Data Protection Officer in writing or via email at the contact details provided below.

Retention of Personal Data

19. We may retain the individual's personal data for as long as it is necessary to fulfil the purpose for which it was collected, or as required or permitted by applicable laws.

20. We will cease to retain the individual's personal data or remove the means by which the data can be associated with the individual, as soon as it is reasonable to assume that such retention no longer serves the purpose for which the personal data was collected, and is no longer necessary for legal, business or research purposes.

Data Protection Officer

21. The individual may contact our Data Protection Officer if the individual has any enquiries or feedback on our personal data protection policies and procedures, or if the individual wishes to make any request, in the following manner:

Subject: PDPA Concerns/Enquiry, attention of: Veronica Low, Data Protection Officer, 2 Highland Road, #01-03, Singapore 549102, or via email veronica@familylife.sg.

Effect of Notice and Changes to Notice

22. This Policy applies in conjunction with any other policies, contractual clauses and consent clauses that apply in relation to the collection, use and disclosure of the individual's personal data by us.
23. We may revise this Policy from time to time. The individual may determine if any such revision has taken place by referring to the date on which this Policy was last updated.

Effective date: 4 May 2021

Last updated: 7 May 2021

CONSENT FORM

Title: *Building Strong Families in Singapore: A Study of Family Strength and Resources (Building Strong Families)*

Principal Investigator with the contact number and organisation:

Miss Valerie Kwa
Principal Investigator
Research, Catholic Family Life
6488 0278 (ext. 115), research@familylife.sg

I hereby acknowledge that:

1. I voluntarily consent to take part in this research study.
2. I have fully discussed and understood the purpose and procedures of this study.
3. I have been given enough time to ask any questions that I have about the study, and all my questions have been answered to my satisfaction.
4. I have been informed that participation in this research study involves the collection of my individually-identifiable research data.
5. I may be contacted for further consent, including but not limited to changes in the proposed research.
6. I can withdraw from the research at any point of time by informing the Principal Investigator and all my research data obtained prior the consent withdrawal may be retained and used for research.
7. I will not have any financial benefits that result from the commercial development of this research.
8. I **consent / do not consent*** to have the coded data made available for future research studies. This will be subject to an Institutional Review Board's approval.
9. By participating in this research study, I confirm that I have read, understood and consent to **Catholic Family Life Limited's** Personal Data Protection Notification.
10. I **agree / do not agree*** to the audio-recording / video-recording of my participation in the research. I understand that although my name will be not associated with the photographs / video-recordings used in publication/presentation, I may still be identified.

**please delete as appropriate*

Name and Signature (Participant)

Date

Name and Signature (Consent Taker)

Date