**SURVEY INFORMATION SHEET FOR QUESTIONNAIRE RESPONDENTS**

**Title of Study: The Gender Pay Gap in Medicine Review.**

**Invitation Paragraph**

Thank you for reading this information sheet and for considering taking part in this research.

Academics at the University of Surrey and partner institutions have been commissioned by the Department of Health and Social care to undertake an analysis of ways medical careers might result in different pay outcomes for men and women. I would like to invite you to undertake a questionnaire about this topic. You should only participate if you want to. Choosing not to take part will, or course, not disadvantage you in any way. Before you decide whether you want to take part, it is important for you to understand why the research is being done and what your participation will involve. Please take time to read the following information carefully. Please get back to me if there is anything that is not clear or if you would like more information.

**What is the purpose of the study?**

The Gender Pay Gap in Medicine Review has been commissioned by the Department of Health and Social Care and chaired by Professor Dame Jane Dacre. Our understanding of why women are being paid less than men in medicine is still incomplete. This is an important study that will identify causes of the gender pay gap in the sector and make recommendations that will serve as a basis for making effective policy decisions.

Evidence suggests that family circumstances, age, ethnicity, specialism plus career opportunities and choices have a substantial role to play in the gender pay gap. This is the focus of this part of the study. Opportunities and choices can be influenced by many factors, including working patterns, training pathways, caring responsibilities, access to flexible working and the wider cultural experience of working in a particular context. These topics are the focus of this questionnaire.

**Why have I been invited to take part?**

You have been invited to take part because you are part of a random sample of doctors selected from the GMC’s medical register. The sample comprises 40,000 medics; a mix of men and women at all stages of their career.

**Do I have to take part?**

Participation is voluntary. You do not have to take part and all responses are anonymous.

**What will happen to me if I take part?**

Your responses will be collected and form part of the analysis.

**What are the possible benefits and risks of taking part?**

The information we will get from the study will serve as a basis for making effective policy decisions.

There is a small risk of upset to participants by raising potentially sensitive topics. If any participant finds these discussions upsetting they could contact a dedicated support service such as promoted by the BMA <https://www.bma.org.uk/advice/work-life-support/your-wellbeing/bma-counselling-and-doctor-advisor-service>. We do not foresee any other disadvantages to taking part in the study other than your time invested. However please do let us know if this is not the case.

**How is the project being funded?**

The project is being funded by the Department of Health and Social Care <http://www.nationalhealthexecutive.com/Health-Care-News/Page-202/review-into-medical-gender-pay-gap-launched> .

This study has been given a favourable ethical opinion by the University of Surrey Ethics Committee.

**Who should I contact for further information?**

If you have any questions or require more information about this study, please contact me using the following contact details:

Prof. Carol Woodhams

Professor of Human Resource Management

People and Organisations Department

Surrey Business School

University of Surrey

Guildford

Surrey GU2 7XH, UK

01483 682006

Email: C.Woodhams@surrey.ac.uk

**Who is Handling My Data?**

The University of Surrey, as the sponsor, will act as the ‘Data Controller’ for this study. We will process your personal data on behalf of the controller and are responsible for looking after your information and using it properly. This information will include gender, family circumstances, age, specialism and career stage, which is regarded as ‘personal data’ and ethnicity, which is regarded as a ‘special category personal data’. We will use this information as explained in the ‘What is the purpose of the study’ section above.

**What will happen to my data?**

As a publicly-funded organisation, we have to ensure when we use identifiable personal information from people who have agreed to take part in research, this data is processed fairly and lawfully and is done so on the basis of **public interest** This means that when you agree to take part in this research study, we will use your data in the ways needed to conduct and analyse the research study.

All project data related to the administration of the project will be held for at least 6 years and all research data for at least 10 years in accordance with University policy. Your personal data will be held and processed in the strictest confidence, and in accordance with current data protection regulations.

Your rights to access, change or move your information are limited, as we need to manage your information in specific ways in order for the research to be reliable and accurate. If you decide to withdraw your data from the study, we have provided the means for you to do so by citing the randomly generated unique number at the end of the survey and contacting the team on paygapsmedics@surrey.ac.uk. Instructions can also be found at the start and the end of the survey. To safeguard your rights, we will use the minimum personally-identifiable information possible.

You can find out more about how we use your information [https://www.surrey.ac.uk/information-management/data-protection and/or by contacting dataprotection@surrey.ac.uk].

This information **will not identify you** and **will not be combined** with other information in a way that could identify you. The information will only be used for the purpose of research, and cannot be used to further contact you or to affect you. Findings will be presented to the Department of Health and Social Care (for England) and via other channels for devolved nations. Findings will be aggregated. No individuals will be identifiable within the presentation of findings. It will not be used to make decisions about future services available to you, such as insurance.

**What if I want to complain about the way data is handled?**

If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer Mr James Newby who will investigate the matter. If you are not satisfied with our response or believe we are processing your personal data in a way that is not lawful you can complain to the Information Commissioner’s Office (ICO) (<https://ico.org.uk/>).

For contact details of the University of Surrey’s Data Protection Officer please visit: <https://www.surrey.ac.uk/information-management/data-protection>

**Limits to confidentiality**

Confidentiality will be respected unless there are compelling and legitimate reasons for this to be breached for example if we receive information that someone is at risk of harm. If this was the case we would normally inform you first of any decisions that might limit confidentiality.

What if something goes wrong?

If you wish to make a complaint about the conduct of the study you can contact the Senior Policy Manager at the Department of Health and Social Care using the details below for further advice and information:

Katie Kennington

Senior Policy Manager

Workforce Division, Acute Care and Workforce Directorate

Department of Health & Social Care, Quarry House, Leeds LS2 7UE

katie.kennington@dh.gsi.gov.uk

0113 254 5392

The University has in force the relevant insurance policies which apply to this study. If you wish to complain, or have any concerns about any aspect of the way you have been treated during the course of this study then you should follow the instructions given above.