**Frequently asked questions**

*How will my information be used?*

The information you share in the interview will only be used to develop our fire safety smoking campaign, in line with our Privacy Statement which is available on our website and summarised below. What you say will remain completely confidential, and no identifying information will be shared with anyone outside the immediate research team. Please note we will need to take your contact details in order to arrange the interview. We therefore ask that, if you are happy to take part in the research, you leave your contact details below and consent to your data being used in this way.

*Why am I being asked for this information?*

The information you provide will help us to ensure our services are as effective as possible.

*Do I have to give this information?*

No, but it would be useful to us. Not participating in this research will not affect the services we provide to you. You are also free to stop the interview at any time without providing a reason.

*Why do you need my name and contact details?*

Your name and contact details will be stored separately to your interview responses. We will only use your name to liaise with you. Your contact details will only be used to arrange the interview.

*What will you do with the information?*

The Fire and Rescue Service will process - that means collect, store and use - the information you provide in a manner that is compatible with the Data Protection Act and the General Data Protection Regulation (GDPR). We will only use the information for the purposes stated, or compatible purposes, and we will keep it confidential and secure.

*What is your disclosure policy?*

Everything you say will remain completely confidential unless you disclose a serious risk of harm to yourself or someone else. In that event, the appropriate authorities would be informed.

*How long will you keep the information?*

Once the campaign has been developed and internally approved, the information collected through our research will be securely destroyed. The retention of this information will be in accordance with the Fire and Rescue Service’s Publication and Retention Scheme, which is a public document available on our website.

Please complete the details below to indicate that you have read and understood the information in this consent form and are happy to take part in the research study (including being contacted to arrange an interview).

If you are receiving this form by email you may need to save a copy. Once completed please send the form to customer@kent.fire-uk.org

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| I hereby give my consent for the information provided on this form to be held securely by Kent Fire & Rescue Service for the stated purpose and to be contacted for that purpose in accordance with the Data Protection Act 2018 and the relevant Privacy Notice.I have read and understood the information about this research and confirm that I am happy to take part in the research study (including being contacted to arrange an interview).I understand that I can withdraw from the research at any point, before, during or after the research interview and my personal data will be deleted. |
| Title:  |
| Full Name:  |
| Telephone number: |
| Email: |

If you have any questions about the research, please contact the research team: customer@kent.fire-uk.org

Email text

Smoking is a leading cause of accidental dwelling fires in Kent. For this reason, we want to develop a fire safety campaign focused on smoking that will help the people of Kent to stay safe in their homes. To ensure our campaign is as effective as possible, we need to understand the thoughts, feelings and experiences of smokers – so if you smoke at home we would like to speak to you. Please note this is not a smoking cessation activity.

We invite you to take part in a telephone call that will help with this important research. The call will last no more than 30 minutes, and will take place at a date and time chosen by you (Monday to Friday between 9:00am and 5:00pm).

If you are interested in taking part and would like to book a time for a phone call with one of our researchers, please email Lynsey & Tom, at customer@kent.fire-uk.org.

We regularly carry out other research which you may be able to help with. If you would like to be kept up-to-date with research and community feedback opportunities please sign up here [link to webpage with mailing list sign up]