(Date)

**Dear Sir or Madam,**

Cardiff Metropolitan University in collaboration with Guernsey’s Disability Alliance is conducting research investigating whether legislation should be introduced to encourage access for disabled people within the historic town of St. Peter Port, Guernsey, as part of an undergraduate dissertation by Tiffany Jordan in the Research in Practice module of the BSc Architectural Design & Technology degree. We would like to know your views about how you feel access is currently within the historic town of St. Peter Port, Guernsey.

In order to do this Guernsey’s Disability Alliance are inviting their members to complete the online questionnaire on SurveyMonkey. If you agree to take part in the project, your responses will be collated (anonymously by Guernsey’s Disability Alliance) and the anonymous information provided to Cardiff Metropolitan University. The information will be used to inform discussions within an undergraduate dissertation entitled ‘Should legislation be introduced to encourage access for the disabled within the historic town of St. Peter Port‘, authored by Tiffany Jordan and supervised by Dr John Littlewood, at Cardiff Metropolitan University.

The completion of the questionnaire will take approximately 10 minutes. Your participation is entirely voluntary. If you do choose to take part, the information which you provide will be invaluable to, and most gratefully received by, the project team. If you agree to be involved in the project, please return your completed SurveyMonkey questionnaire and consent form to Guernsey’s Disability Alliance; in which you are a member. Guernsey’s Disability Alliance will provide an email address for you to return the survey and the consent form.

**Anonymity**

Cardiff Metropolitan University and Guernsey’s Disability Alliance will take all reasonable steps to preserve your anonymity and will respect your privacy at all times. When producing the dissertation and any other publication based on the research, the data collected will be presented in an anonymous form. This means that we will not provide any information which would identify you.

Cardiff Metropolitan University are bound by the terms of the UK Data Protection Act and Guernsey’s Disability Alliance are bound by the Data Protection (Bailiwick of Guernsey) Law 2001, unless you give your permission Guernsey’s Disability Alliance will not disclose any information that they hold about you to anyone outside of their organization. Your data will be stored securely at Guernsey’s Disability Alliance offices and will be destroyed after one year. The anonymized responses to the surveys will be stored securely at Cardiff Metropolitan University and destroyed after one year.

**Withdrawal**

Cardiff Metropolitan University and Guernsey’s Disability Alliance fully understand that you may change your mind about being involved in the project and would reassure you that you are free to withdraw from the project at any time. If you feel it necessary to withdraw, all personal information will be deleted and if requested all research data relating to you will also be deleted.

**Further Information**

If you have any queries about the project, or would like further information before making up your mind, please do not hesitate to contact Tiffany Jordan or Dr John Littlewood at Cardiff Metropolitan University.

**Guernsey Disability Alliance**

**Ms Karen Blanchford**

Executive Director - Guernsey Disability Alliance

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