

## About this work



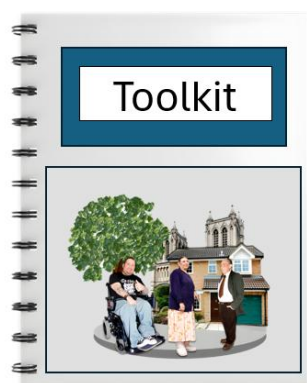
This sheet is to help you understand why this piece of work is being done and what taking part would involve for you.



NDTi (National Development Team for Inclusion) is a 'not for profit' organisation. This means we don't make money from the work we do. Our work is about making things better for those who need support.



This project is funded by NHS England, which gives money to the Association of Directors of Adult Social Services (ADASS), London. ADASS is in charge of managing this project.

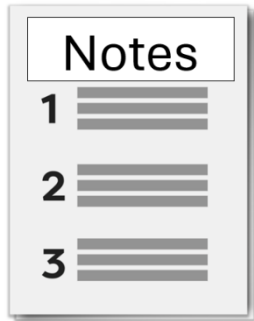


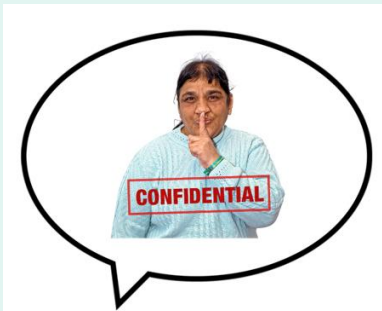
We have been asked to make a toolkit to help people who plan and buy services make support in the community better and more flexible.

A toolkit is a type of guide.

|                                                                                   |                                                                                               |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
|  | <p>Please ask a member of the NDTi team if you have any questions about this information.</p> |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|

| <h3>How can I take part and what is involved?</h3>                                  |                                                                                                                                                       |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | <p>We are doing a short project to learn what good support in the community looks like for people with learning disabilities and autistic people.</p> |
|  | <p>You can choose if you want to take part.</p>                                                                                                       |
|  | <p>You are invited to join a workshop. This will be in person on 18 June 2026.</p>                                                                    |

|                                                                                     |                                                                                                                                                                                                                  |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | <p>There will be a maximum of 20 people taking part in the face-to-face workshop on 18 June 2026.</p>                                                                                                            |
|    | <p>We will use Teams audio transcription to make notes about what people say.</p> <p>This helps us remember what was said.</p>                                                                                   |
|   | <p>You will talk about what good support looks like and what could be better.</p> <p>You will <b>not</b> be asked to share sensitive personal life stories, only your views about commissioning of services.</p> |
|  | <p>Your ideas and views can help us understand what good support in the community should look like.</p>                                                                                                          |
|  | <p>We will use what we hear and learn in the workshops to help make the toolkit.</p>                                                                                                                             |

| Protecting Personal Information                                                     |                                                                                                                                                                                 |
|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | <p>We will take out names from the notes and the toolkit. Sometimes, people can still be recognised by their job or organisation.</p>                                           |
|   | <p>We will check quotes carefully. If needed, we will edit them to protect people's privacy.</p>                                                                                |
|  | <p>This means removing or changing details that could reveal who someone is to maintain their anonymity (privacy) as much as possible.</p>                                      |
|  | <p>Please don't share what you hear in the workshop with anyone else outside of the group, to help protect everyone's privacy and make sure it is a safe space for sharing.</p> |

|                                                                                     |                                                                                                                                                                                                                                                                                             |
|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | <p>We want everyone to join in easily. We can make changes to help, like providing Easy Read materials and communication support. Please tell us in advance if you need any support.</p>                                                                                                    |
|    | <p>You can bring a supporter or advocate with you.</p>                                                                                                                                                                                                                                      |
|   | <p>You can also have regular breaks.</p>                                                                                                                                                                                                                                                    |
|  | <p>We will keep what you tell us private. We will not share your information with others. But if you tell us something that makes us worried about your safety or someone else's safety, we may need to share this with people who can help keep you safe. This is called safeguarding.</p> |

|                                                                                   |                                                                           |
|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------|
|  | <p>We will always try to talk to you about this first where possible.</p> |
|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------|

| Timeline of the project                                                             |                                                                                                                               |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
|    | <p>We will talk to people, providers, family members and commissioners in workshops running from 10 June to 18 June 2026.</p> |
|  | <p>We will complete the work by 31 August 2026.</p>                                                                           |
|  | <p>We will have done the first draft of the toolkit by 31 July 2026.</p>                                                      |

### What might be difficult about taking part?



There might be some things that are difficult to talk about.

You do not have to share personal stories.

You do not have to tell us anything you don't want to.

### What is good about taking part?



We hope you'll enjoy taking part.

We think your ideas will help make community support better.

### Do I have to take part?



It is up to you to choose whether or not to take part.

If you say 'yes', you can change your mind at any time.

You do not have to take part.

You can choose if you are happy for NDTi to share what you say.

|                                                                                     |                                                                                                                                                                                                                                                                          |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | <p>To take part you can sign a form or say you would like to take part at the start of the workshop.</p>                                                                                                                                                                 |
|    | <p>You can change your mind and stop taking part at any time. You can also leave the meeting.</p>                                                                                                                                                                        |
|   | <p>If that happens, you can choose if:</p> <ul style="list-style-type: none"> <li>a) we keep and use our notes about what you have said so far,</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>b) we destroy our notes about what you have said.</li> </ul> |
|  | <p>You can ask for the things you shared to be deleted by emailing <a href="mailto:Equallivesteam@ndti.org.uk">Equallivesteam@ndti.org.uk</a> by 15 July 2026 to do this.</p>                                                                                            |

|                                                                                   |                                                                                                                                              |
|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>Once your responses are anonymised (made private), they may be used in analysis. After this, it might not be possible to remove them.</p> |
|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|

| Your information                                                                    |                                                                                                |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
|    | <p>If you decide to give us your name and contact details these will be kept confidential.</p> |
|  | <p>We will keep your details safe. Notes from workshops will not include your name.</p>        |
|  | <p>We will not include personal details like your name in the toolkit.</p>                     |
|  | <p>We will keep your information until 1 year after the end of this project (March 2027).</p>  |

|                                                                                   |                                                            |
|-----------------------------------------------------------------------------------|------------------------------------------------------------|
|  | <p>Your information will be destroyed after this date.</p> |
|-----------------------------------------------------------------------------------|------------------------------------------------------------|

| <h3>How will we keep your information safe?</h3>                                    |                                                                                                                                                                                                                                                                    |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   | <p>Your information will be stored on NDTi computers that are secure.</p> <p>The folders with your information in will only be seen by the team doing this work.</p> <p>Only the team doing this work will be able to see your information on these computers.</p> |
| <h3>What are your rights?</h3>                                                      |                                                                                                                                                                                                                                                                    |
|  | <p>The General Data Protection Regulation (GDPR) is a law that says how your personal information needs to be protected.</p>                                                                                                                                       |

|                                                                                                          |                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
|                         | <p><b>The right to be informed</b></p> <p>NDTi must give you information about how they are using your information.</p>                                |
|                         | <p><b>The right of access</b></p> <p>NDTi will let you have your information quickly if you ask for it.</p>                                            |
|                        | <p><b>The right to rectification</b></p> <p>If NDTi hold information about you that is wrong, you have the right to have this corrected.</p>           |
|                       | <p><b>The right to erasure</b></p> <p>You can ask NDTi to get rid of your information at any time.</p>                                                 |
|  <p><b>Rights</b></p> | <p>What if I want to exercise my rights under The General Data Protection Regulation (GDPR) around the personal information that is held about me?</p> |



You can do this at any time, by making a request to **NDTi's Data Protection Officer** either on the phone or in writing.

NDTi's Data Protection Officer is:

Sally Richens, Director of Resources  
NDTi, 4 Queen Street  
Bath  
BA1 1EH  
Telephone: 01225 255 268.

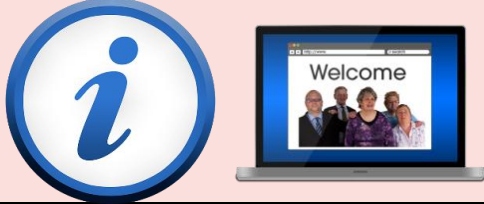


### **How can I complain to the Information Commissioner's Office?**

Whilst we encourage you to talk to us about any worries about how NDTi hold or handles your data with our Data Protection Officer, you have the right to complain directly to the Information Commissioner.

The Information Commissioner can be contacted at:

Information  
Commissioner's Office

|                                                                                    |                                                                                                                                                                                                             |
|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                    | <p>Wycliffe House, Water Lane,<br/>Wilmslow<br/>Cheshire, SK9 5AF<br/>Telephone: 0303 123 1113<br/>Website:<br/><a href="https://ico.org.uk/concerns/">https://ico.org.uk/concerns/</a></p>                 |
|   | <p>To find out more about NDTi<br/>visit our website at<br/><a href="http://www.ndti.org.uk">www.ndti.org.uk</a></p>                                                                                        |
|  | <p>The team who will be<br/>conducting the fact-finding<br/>work are:<br/>Helen Toker-Lester, NDTi<br/>Associate<br/><a href="mailto:helen.toker-lester@ndti.org.uk">helen.toker-lester@ndti.org.uk</a></p> |