

**Section 1: About your organisation**

Thank you very much for taking part in this important survey. Your responses will help us understand more about Hertfordshire's voluntary sector and its paid and voluntary workforce.

The survey should take you approximately 25 minutes to complete. There will be a prize draw for all those completing this survey with the chance to win a voucher of your choosing worth **£100**.

**This survey should be completed by the CEO/Senior Leader within your organisation and should only be completed once per organisation.**

**Survey summary**

**Section one:** General information about your organisation

**Section two:** About your full-time paid staff

**Section three:** About your part-time paid staff

**Section four:** About all staff

**Section five:** Final information about your workforce

Ideally, you should complete this survey in one go, but it should auto save so you can return to it, if you need to.

**By completing this survey you are agreeing to allow HCF to use the information provided to be included in the VCS Workforce Survey 2022. All information given will be anonymised and will not be shared with any third parties. If you choose to leave your details to enter the prize draw, these will be stored separately to the survey data. This information will not be shared with any third parties Your name and organisation details will only be kept by HCF and shared with the funder for monitoring purposes only. Your data will not be passed onto any other third parties. It will be held until such time when you request that it is removed or HCF chooses to remove it. If you have any queries regarding the survey or how the data will be used, please contact [willow.humphreys@hertscf.org.uk](mailto:willow.humphreys@hertscf.org.uk).**

**\* 1. What type of organisation are you?**

**Tick all that apply**

**Please note that this survey is only for charitable organisations as listed below - do not continue with the survey if none of these apply to your organisation**

- Registered Charity
- Charitable Incorporated Organisation (CIO)
- Community Interest Company (CIC) / Social Enterprise
- Unincorporated club or association

## 2. What is your organisation's area of operation?

Select the one that represents the majority of your core work - you can make a note of additional projects in the comment box below

Please only continue with this survey if your organisation provides some or all of its services in Hertfordshire

- |   |   |
|---|---|
| <input type="radio"/> Within one local district, ward or borough only                   | <input type="radio"/> Across more than one county - but not nationwide (UK) |
| <input type="radio"/> Across more than one district/ borough - but not the whole county | <input type="radio"/> Nationwide (UK)                                       |
| <input type="radio"/> Hertfordshire (county-wide)                                       | <input type="radio"/> UK and Internationally                                |

Details of any additional projects/services that fall outside your main area of operation

## 3. What charitable activities does your organisation provide?

When responding to this question we are only looking for an overall perspective of major and minor areas of work.

Tick all that apply

	Major area of our work	Minor area of our work
Advice/ Advocacy/ Counselling/ Mentoring	<input type="radio"/>	<input type="radio"/>
Animals/ Wildlife	<input type="radio"/>	<input type="radio"/>
Arts/ Culture/ Performance	<input type="radio"/>	<input type="radio"/>
Campaigning	<input type="radio"/>	<input type="radio"/>
Carer support and provision of care	<input type="radio"/>	<input type="radio"/>
Childcare	<input type="radio"/>	<input type="radio"/>
Community development and engagement	<input type="radio"/>	<input type="radio"/>
Community Safety/ Crime	<input type="radio"/>	<input type="radio"/>
Community transport	<input type="radio"/>	<input type="radio"/>
Prevention/ Reduction of Reoffending	<input type="radio"/>	<input type="radio"/>
Community/ Social/ Befriending Activities	<input type="radio"/>	<input type="radio"/>
Education/ Training/ Job Search	<input type="radio"/>	<input type="radio"/>
Emergency/	<input type="radio"/>	<input type="radio"/>

Rescue Services	<input type="radio"/>	<input type="radio"/>
Environment/ Horticulture/ Agriculture	<input type="radio"/>	<input type="radio"/>
Family Support	<input type="radio"/>	<input type="radio"/>
Grant-making	<input type="radio"/>	<input type="radio"/>
Health & Social Care	<input type="radio"/>	<input type="radio"/>
Heritage/ Museums/ Conservation	<input type="radio"/>	<input type="radio"/>
Housing/ Accommodation/ Homelessness	<input type="radio"/>	<input type="radio"/>
International Aid/ Development	<input type="radio"/>	<input type="radio"/>
Relief of Poverty/ Disadvantage	<input type="radio"/>	<input type="radio"/>
Religion/ Faith	<input type="radio"/>	<input type="radio"/>
Research	<input type="radio"/>	<input type="radio"/>
Rural support	<input type="radio"/>	<input type="radio"/>
Sports/ Exercise/ Recreation/ physical activity	<input type="radio"/>	<input type="radio"/>
Voluntary Sector Support	<input type="radio"/>	<input type="radio"/>
Youth work	<input type="radio"/>	<input type="radio"/>

Other (please specify, and say whether a major or minor area of your work)

#### 4. Who does your organisation directly help?

**When responding to this question we are only looking for an overall perspective of major and minor areas of work. Tick all that apply.**

	Major area of our work	Minor area of our work
Children under 16	<input type="radio"/>	<input type="radio"/>
Young people 16- 24	<input type="radio"/>	<input type="radio"/>
Families	<input type="radio"/>	<input type="radio"/>
Adults	<input type="radio"/>	<input type="radio"/>
Older people	<input type="radio"/>	<input type="radio"/>
Animals/ wildlife/ the environment	<input type="radio"/>	<input type="radio"/>
Carers	<input type="radio"/>	<input type="radio"/>

Faith communities	<input type="radio"/>	<input type="radio"/>
Homeless	<input type="radio"/>	<input type="radio"/>
Learning disabilities	<input type="radio"/>	<input type="radio"/>
LGBTQ+	<input type="radio"/>	<input type="radio"/>
Local residents	<input type="radio"/>	<input type="radio"/>
Lone parents	<input type="radio"/>	<input type="radio"/>
Long term/ terminal illness	<input type="radio"/>	<input type="radio"/>
Men and boys	<input type="radio"/>	<input type="radio"/>
Mental health issues	<input type="radio"/>	<input type="radio"/>
Offenders/ ex offenders	<input type="radio"/>	<input type="radio"/>
Other charities/ voluntary groups	<input type="radio"/>	<input type="radio"/>
People living in poverty/ low incomes	<input type="radio"/>	<input type="radio"/>
People of a particular ethnic/ racial origin	<input type="radio"/>	<input type="radio"/>
People with addictions	<input type="radio"/>	<input type="radio"/>
People with low skills/ unemployed	<input type="radio"/>	<input type="radio"/>
Physical disabilities/ sensory impairment	<input type="radio"/>	<input type="radio"/>
Refugees/ Asylum seekers/ Immigrants/ Migrant workers	<input type="radio"/>	<input type="radio"/>
Victims of crime/ violence/ abuse	<input type="radio"/>	<input type="radio"/>
Women and/or girls	<input type="radio"/>	<input type="radio"/>

Other (please specify and say whether major or minor area of work)

**5. What was your organisation's approximate total reported annual income for the latest 12 month period (please include all sources)?**

- Under £50,000
- £50,000 - £100,000
- £100,001 - £250,000
- £250,001 - £500,000
- £100,001 - £500,000
- £500,001 - £1 million
- Over £1 million

**6. How has your organisation's income changed as a result of COVID-19?**

- An overall increase in income since the start of the pandemic (March 2020)
- Income has fluctuated over the period
- Income has remained relatively unchanged
- An overall fall in income since the start of the pandemic (March 2020)

Other (please specify)

**7. How has your organisation's service delivery changed as a result of COVID-19?**

- Our service delivery increased during the pandemic
- Our service delivery remained relatively unchanged during the pandemic
- Our service delivery reduced during the pandemic

Other (please specify)

Section 2: **About full time paid staff in your organisation**

**Section 2 collects information about any full time paid staff employed by your organisation.**

If you do not have any full time paid staff click "no" to Q8 and skip to Section 3 by clicking NEXT at the bottom of this page.

**8. Does your organisation currently have staff on full time employment contracts (35+ hours per week)?**

Yes - please complete this section

No - please enter '0' below and click NEXT at the bottom of this page to skip straight to Section 3, Q11

**Approximately how many full time staff are currently employed?**

**9. Approximately how many of your full-time staff are on the following employment contract types?**

Permanent

Temporary/Fixed term 3+ years

Temporary/Fixed term 1-2 years

Temporary/Fixed term under 1 year

**10. Approximately how many full time staff do you employ in each of the following job types/roles?**

**Each full time employee should only be included once**

Chief Executive/  
Managing Director or  
equivalent

Finance/ HR staff

Qualified  
professionals (please  
provide details in the  
box below)

Supervisors

Frontline workers  
(staff directly  
delivering charitable  
services to  
beneficiaries/  
clients)

Fundraising/  
Marketing

Communications

IT

Administrative/  
Clerical

Retail/ Trading

Self-employed  
professionals /  
Consultants

Office support staff,  
e.g. Cleaners

Other managers not  
included above

Other professionals  
(please provide  
details in the box  
below)

Other roles (please  
provide role details  
and number in that  
role)

Section 3: **About part time paid staff in your organisation**

**Section 3 collects information about part time staff on employment contracts with guaranteed hours.**

Please do not include casual/ sessional workers or apprentices here - these will be covered later.

If you do not have any part time paid staff click "no" to Q11 and skip to Section 4 by clicking NEXT at the bottom of this page.

**11. Does your organisation currently have staff on part-time employment contracts (with guaranteed hours)?**

- Yes - please complete this section
- No - click NEXT at the bottom of this page to skip straight to Section 4, Q15)

**12. Approximately how many part time staff are currently employed by your organisation?**

Please give a numerical answer for each

Total number/Gross headcount

Total full time equivalents (FTE)

**13. Approximately how many of your paid part-time staff are on the following employment contract types?**

Permanent

Temporary/ Fixed term 3+ years

Temporary/ Fixed term 1-2 years

Temporary/ Fixed term under 1 year



**14. Approximately how many paid part-time staff do you employ in each of the following job types/roles?**

Each part time employee should only be included once

Chief Executive/  
Managing Director or  
equivalent

Finance/ HR staff

Qualified  
professionals (please  
provide details in the  
box below)

Supervisors

Frontline workers  
(staff directly  
delivering charitable  
services to  
beneficiaries/clients)

Fundraising/  
Marketing

Communications

IT

Administrative/  
Clerical

Retail/ Trading

Self-employed  
professionals /  
Consultants

Office support staff,  
e.g. Cleaners

Other Managers not  
included above

Other professionals  
(please provide  
details in the box  
below)

Other roles (please  
provide details of  
role and numbers in  
those roles here)



Self-employed professionals or consultants

Office support staff, e.g. Cleaners

Other managers not included above

Other professionals (please provide details in the box below)

Other roles (please provide details in the box below)

Please provide details of any other benefits offered and the roles entitled to them

## 16. Lived experience

We are using the term “lived experience” to ask whether staff and volunteers have current and previous personal life experiences that gives them knowledge and understanding of the mission of your organisation.

**Do you agree or disagree with this statement? “The lived experience of our service users is well represented within our staff and volunteers (not including our board)”**

- Agree  Partly disagree  
 Partly agree  Disagree  
 Neither agree nor disagree

**17. Do you agree or disagree with this statement? “The lived experience of our service users is well represented by our board of trustees”**

- Agree  Partly disagree  
 Partly agree  Disagree  
 Neither agree nor disagree

If you would like to add a comment regarding lived experience representation in your organisation please use the box below:

**18. When working for your organisation, approximately how many of your paid staff spend their time as follows:**

**Please give numerical answers for each**

The majority of time working from home or remotely

The majority of time working in the organisation's office(s)

Roughly an equal amount of time working from home/ remotely and in the organisation's offices

The majority of their time in the field or delivering services

Elsewhere or other ratio

Please specify what you mean by "elsewhere or other ratio" above

**19. Within your organisation, approximately how many of your paid staff have the following caring responsibilities?**

**Please give a numerical number for each**

Childcare

Caring for someone who is elderly

Caring for someone with a disability or disabilities

Caring for someone who is seriously ill

Other caring responsibilities (please specify the responsibility and say how many have this responsibility)

No caring responsibilities

**20. Gender: Approximately how many of your paid staff:**

If you do not monitor these numbers, please leave blank.

Identify as male

Identify as female

Identify as non-binary

Identify as transgender

**21. Age: Approximately how many of your paid staff are:**

If you do not monitor these numbers, please leave blank.

66+

56-65

46-55

36-45

26-35

25 & under

**22. Disability:**

The Equality Act 2010 defines disability as ‘a physical or mental impairment which has a substantial & long term effect on a person’s ability to carry out normal day to day activities’.

**Approximately how many of your paid staff:**

If you do not monitor these numbers, please leave blank.

Consider themselves to have a disability

Do not consider themselves to have a disability

**23. Ethnic group: Approximately how many of your paid staff are:**

**If you do not monitor these numbers, please leave blank.**

White: English/  
Welsh/ Scottish/  
Northern Irish/  
British

White: Irish

White: Gypsy or Irish  
Traveller

White: Any other  
White background  
(please describe)

Mixed/ Multiple  
ethnic groups: White  
and Black Caribbean

Mixed/ Multiple  
ethnic groups: White  
and Black African

Mixed/ Multiple  
ethnic groups: White  
and Asian

Any other Mixed/  
Multiple ethnic  
background (please  
describe)

Asian/ Asian British:  
Indian

Asian/ Asian British:  
Pakistani

Asian/ Asian British:  
Bangladeshi

Asian/ Asian British:  
Chinese

Any other Asian  
background (please  
describe)

Black/ African/  
Caribbean/ Black  
British: African

Black/ African/  
Caribbean/ Black  
British: Caribbean

Any other Black/  
African/ Caribbean  
background (please  
describe)

Other ethnic group  
(please describe and  
specify number)

**24. Approximately how many paid employed staff have left your organisation in the last 12 months?**

Full time - number leaving

Part time - number leaving

**25. Below is a list of the most common reasons for paid staff leaving. How many have left your organisation in the last 12 months for each reason? Pick only one principal reason for each staff member who has left, if known**

	None	1	2	3	4	5+
Project/ area of work came to an end	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fixed term contract ended and no suitable role available	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Re-structuring/ redundancy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
New opportunity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Moved to a more senior/ better paid role elsewhere	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dissatisfaction with the job/ conditions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Retirement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Performance reasons/ termination	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Personal reasons (e.g. moved house, health)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Circumstances changed during the Covid pandemic	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (please provide details here)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**26. Approximately how many paid staff has your organisation recruited in the last 12 months?**

Full time - number recruited

Part time - number recruited

**27. What was the primary reason for recruiting and the number joining in the last 12 months for each reason?**

	None	1	2	3	4	5+
Replacement for employee who left	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
New project	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Expansion/growth of services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
New role	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Post vacated due to internal promotion/role change	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (please provide details below)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other reasons for recruiting staff and the approximate number:

**28. Approximately how many vacancies for paid staff does your organisation currently have ?**

Full time - number of vacancies

Part time - number of vacancies

**29. Prior to the pandemic, which vacancies did you normally find hardest to fill?**

Select one only

- Management
- Frontline workers
- Fundraisers
- Marketing/ Communications
- HR
- Finance
- Other qualified professionals (please provide details)
- Other (please provide details)

Other details:



**30. If you have found any vacancies are hard to fill in the last 12 months, what are the main reasons for this?**

Select up to three

- |   |  |
|---|--|
| <input type="checkbox"/> Salary/Benefits package is limited             | <input type="checkbox"/> Jobs are temporary/limited term contracts |
| <input type="checkbox"/> Applicants' lack of required skills/experience | <input type="checkbox"/> Competition from other organisations      |
| <input type="checkbox"/> Few or no applicants                           | <input type="checkbox"/> Unknown                                   |
| <input type="checkbox"/> Limited recruitment budget                     | <input type="checkbox"/> Other (please provide details below)      |

Other reasons for vacancies being hard to fill

**31. How do you expect the number of paid staff employed by your organisation to change over the next 3 years?**

- Increase
- Stay the same
- Decrease
- Don't know

Section 5. **Other workforce questions**

**Section 5 asks a range of other questions about your workforce.**

**32. Does your organisation have paid staff working on a self employed or casual/sessional basis?**

Yes - go to Q33

No - go to Q34.

**Approximately how many are employed on a self-employed or casual/sessional basis?**

**33. Approximately how many self employed/casual/sessional workers do you employ in each of the following job types/roles?**

Chief Executive/  
Managing Director or  
equivalent

Finance/ HR staff

Qualified  
professionals (please  
provide details and  
number here)

Supervisors

Frontline workers  
(staff directly  
delivering charitable  
services to  
Beneficiaries/ clients  
e.g. counselling,  
training)

Fundraising/  
Marketing

Communications

IT

Administrative/  
Clerical

Retail/ Trading roles

Self-employed  
professionals or  
consultants

Office support staff,  
e.g. Cleaners

Other managers not  
included above

Other professionals  
(please provide  
details and number  
here)

Other roles (please  
provide details and  
number here)

**34. Does your organisation currently employ any apprentices?**

Yes

No

**If yes - how many and in what role(s)?**

**35. How many trustees are currently on your organisation's board or management committee?**

Number of trustees/directors

Number of vacant posts on board/committee

**36. How many of your trustees**

Are female and 50 or over?

Are female and 30 to 49?

Are female and under 30?

Are male and 50 or over?

Are male and 30 to 49?

Are male and under 30?

**37. What gender is your**

	Male	Female	Non-binary	Transgender
Chair?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
CEO or most senior staff member?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**38. Approximately how many volunteers (excluding trustees/directors) currently work for your organisation, and on average how much time do they give?**

**If you do not have any volunteers at present, please put "0" for total number of volunteers and proceed to Q41.**

Total number of volunteers

Number volunteering 10+ hours per week

Number volunteering 5-9 hours per week

Number volunteering 1-4 hours per week

Number volunteering on more occasional basis

**39. Approximately how many of your current volunteers (including trustees/directors)**

Have been  
volunteering with  
you for under six  
months?

Have been  
volunteering with  
you for between six  
months and a year?

Have been  
volunteering with  
you for between one  
and two years?

Have been  
volunteering with  
you for between two  
and five years?

Have been  
volunteering with  
you for between or  
five years or more

**40. Approximately how many volunteers does your organisation have in the following roles?**

Advisory groups (not trustee boards)

Frontline workers (volunteers directly delivering charitable services to beneficiaries/clients)

Fundraising

Marketing (e.g. social media)

Administrative/ Clerical/ IT/ office cover (including data processing)

Retail/ Trading roles

Community event organising

Driving / community transport

Other office or venue support, e.g. cleaning

Other roles (please provide number and details here)

What other roles do your volunteers have apart from those listed?

**41. Please indicate your level of agreement with the following statements about your organisation's workforce (1 of 2):**

	Agree	Neither agree or disagree	Disagree	Don't know	N/A
Our workforce is highly motivated	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Our staff morale is high	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
We are able to provide good career development opportunities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
We are concerned about the mental health of our staff team	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
We are concerned about absence rates in our organisation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**42. Please indicate your level of agreement with the following statements about your organisation's workforce (2 of 2):**

	Agree	Neither agree or disagree	Disagree	Don't know	N/A
Our office is fit for purpose and good for our staff to work in	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Our trustees/ directors know the staff and volunteers well	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Most of our staff regularly work more than their contracted hours	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The working conditions are very challenging for our staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**43. How do you most successfully recruit staff and volunteers**

Select most successful first

<input type="checkbox"/>	Through print advertisement
<input type="checkbox"/>	Through online advertisement
<input type="checkbox"/>	On a digital platform
<input type="checkbox"/>	Via email and social media
<input type="checkbox"/>	Through LinkedIn and online job boards
<input type="checkbox"/>	Via a recruitment agency
<input type="checkbox"/>	Through word of mouth
<input type="checkbox"/>	Via current staff

**44. What barriers do you think limit access to training?**

Tick all that apply

- |   |   |
|---|---|
| <input type="checkbox"/> Cost                   | <input type="checkbox"/> Workload   |
| <input type="checkbox"/> Time                   | <input type="checkbox"/> Training required not easily available (please give more detail below) |
| <input type="checkbox"/> Location               | <input type="checkbox"/> None   |
| <input type="checkbox"/> Motivation             |   |
| <input type="checkbox"/> Other (please specify) |   |

**45. Do you have any other comments you would like to share about issues and challenges for your workforce?**

**46. Is there any other data would you like to see collated in future county-wide workforce surveys? e.g. salary data.**



**Section 6: The final section of this survey!****47. Many thanks for taking the time to complete this survey.**

**If you would like to enter the prize draw win a voucher of your choosing worth £100, please provide your name and contact details below.**

**Please note - all survey data is anonymised. If you choose to leave your details to enter the prize draw, these will be stored separately to your other survey responses.**

Name

Email Address

**48. If you would like to be the first to receive the findings from this survey when they are published, please leave your email address below or sign up to the Training & Development e-newsletter by visiting: [www.hertscf.org.uk/signup](http://www.hertscf.org.uk/signup)**

Name

Company

Email Address

**By completing this survey you are agreeing to allow HCF to use the information provided to be included in the VCS Workforce Survey 2022.**

**All information given will be anonymised and will not be shared with any third parties. If you choose to leave your details to enter the prize draw, these will be stored separately to the survey data. This information will not be shared with any third parties**

**Your name and organisation details will only be kept by HCF and shared with the funder for monitoring purposes only. Your data will not be passed onto any other third parties. It will be held until such time when you request that it is removed or HCF chooses to remove it. If you have any queries regarding the survey or how the data will be used- please contact [willow.humphreys@hertscf.org.uk](mailto:willow.humphreys@hertscf.org.uk).**