

Information sheet

Dear recipient

You have been invited to take part in a study to understand how to reduce food and drink waste as part of the transition to a circular economy.

The study has been commissioned by Zero Waste Scotland to understand in more detail the kind of support needed by organisations working in Scotland's food and drink sectors to reduce food and drink waste, sectors that are both economically vital and significant contributors to the nation's food waste footprint. This work entails us engaging with organisations working in the following sectors:

- Hospitality e.g. hotels, restaurants and other eating places
- Food and drink manufacturing
- Retail and wholesale

About us

Enscape Consulting are an environmental consultancy with nearly three decades' experience in the waste, resources and circular economy sectors. We work with organisations in the private and third sectors, government (national and local) and a range of other institutions.. We have been selected by Zero Waste Scotland to conduct this study on their behalf.

What the research is about

The study will seek to answer the following research questions:

- What are the key sectoral commonalities and barriers for the reduction of food and drink waste.
- What kind of targeted interventions and support are considered most efficient and impactful for reducing food and drink waste in the future.

Why you have been chosen

You have been invited to participate as you are an organisation working in the target sectors and may be able to offer insights across several areas that influence food and drink waste behaviour, or have specialist knowledge of a particular element.

How we will gather information

The study will involve both online surveys and semi-structured interviews, involving a wide range of organisations

Confidentiality and anonymity

If you are happy to take part, please complete the consent form, making clear if there are any parts of the research you would prefer not to take part in. The outputs from the study will be the Intellectual Property of Zero Waste Scotland, who will use the anonymised data in publications and in developing support and policy. You can ask for feedback about our findings if you would like. All the information that we collect during the interview will be kept confidential and used only for the purposes set out in this Information Sheet. You (or your company) will not be able to be identified in any reports or publications unless you give your permission.

Recording

We will ask to record any interviews to assist with data collection and enable transcription of the interview. Anonymised transcripts will be used to analyse data and provided to Zero Waste Scotland as an output of the research project.

Zero Waste Scotland Project — Transitioning Scotland's Food and Drink Sectors to a Circular Economy

Right to withdraw

You have the right to stop taking part in the research at any time, including during the data collection or afterwards up to the point at which the data is analysed. You also have a right not to answer specific questions or to ask for audio and videorecording to stop.

Retention period

Written records of the research and its findings will be held by Zero Waste Scotland for a period of 15 years (in which all participants will be anonymous, unidentifiable, and unnamed). Recordings (audio or visual) will be held for a period of 14 days and then destroyed.

Ethical and Data Management

This research is conducted under Enscape Consulting's Privacy and Data Protection Policy (available [here](#)).

Your data protection rights

You have rights under UK data protection law, including the right of access and also rights to rectification, erasure, restriction of processing, data portability, and the right to object. The processing will not include automated decision-making or profiling. For full details on your information rights, please visit the [Information Commissioner's Office \(ICO\) website](#).

Queries, Concerns or Complaints

If you have concerns about how we use your data, please contact us using the details below. If you're not satisfied, you can also complain to the ICO:

Website: <https://ico.org.uk/make-a-complaint>

Helpline: 0303 123 1113

Address: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions on how we use your data or would like to contact our Data Protection Officer, then please contact us by:

Post: Zero Waste Scotland, Moray House, Forthside Way, Stirling, FK8 1QZ

Phone: 01786 433930

Email: data@zerowastescotland.org.uk

Website: www.zerowastescotland.org.uk/about/contact-us

If you are dissatisfied with the way the research is conducted, please contact Zero Waste Scotland or the Project Manager, the latter at the following:

Name: Brian Menzies, Enscape Consulting

Phone: 01569 764 883

Email: brianmenzies@enscapeconsulting.com

Website: www.enscapeconsulting.com

Thank you for taking the time to read this information sheet.

We very much hope you will take part.