

Informed Consent and Terms of Participation

Interview

You are receiving this memo because you have signed up to participate in an interview for the Bridge Together project. Please find below some important information about these sessions.

The interview will be about your experiences as a newcomer to Canada. Specifically, we will ask questions about your experience settling in Canada, and resources that you found helpful. You will also be asked for recommendations on ways to improve supports and services.

The session is organized by independent consultants hired by Catholic Crosscultural Services (CCS) in relation to their Bridge Together project. You can find more information about the Bridge Together project, below.

1. Your confidentiality: the information that you provide in the interview is being collected for information only and it will not be shared with any third parties.
2. Receiving honorarium: Your contact information will be used in order to contact you to arrange the transfer of honorarium. It will be shared with CCS staff and they will reach out to you after the session to arrange your payment. There are only two options for payment: 1) Interac e-Transfer to a Canadian banking institution, or 2) pick-up from a CCS location. No other accommodations can be made due to funding restrictions. You will need to have a Canadian bank account in order to receive an e-transfer.
3. No requirement to share: while we hope that you are joining because you want to share your story, you will not be forced to provide any information that you do not want to. You should feel free and comfortable to pass on any questions that you prefer not to answer. You will not be penalized and you will still be eligible for the honorarium.
4. Use of information: the feedback and stories that you share will be used to help the Bridge Together project to improve supports and services for newcomers. The information will not be published. It will be synthesized with other information that is being gathered in order to provide guidance and information for the Bridge Together project only.
5. Data storage and retention: any information collected through the discussion will be safely stored using encrypted storage and it will be disposed of as required by Canadian privacy laws.
6. Interviews will be conducted online through Zoom. In order to participate, you will need to confirm that you have access to a secure and stable internet connection and that you

can access Zoom. You will not be required to have your camera on if you choose not to. The interview will not be recorded in any way, but the interviewer will take notes.

By participating in the session, you agree to the above terms of participation.

If you have any questions about any of the terms laid out in this document, please contact info@petrakconsulting.ca before the scheduled interview.

The Bridge Together project aims to improve newcomer settlement supports and services for privately sponsored newcomers by strengthening the collaboration and coordination between private sponsors and service provider organizations. The Bridge Together project is funded by Immigration, Refugee, and Citizenship Canada (IRCC).

If you have any questions about the Bridge Together project, please contact Nadia Singh, Project Lead, at nsingh@ccscan.ca.