

Privacy Notice for Participation in Research Project:

Unlocking data to inform public health policy and practice: decision-maker perspectives on the use of cross-sectoral data as part of a whole-systems approach

Your Personal Data

The University of Glasgow will be what's known as the 'Data Controller' of your personal data processed in relation to your participation in the research project named above. This privacy notice will explain how The University of Glasgow will process your personal data.

Why we need it

We are collecting basic personal data such as your name and contact details in order to conduct our research. We need your name and contact details to invite you to the study workshops; provide you with the information you need to participate in the workshops; and keep you informed on the progress of the research.

We only collect data that we need for the research project. All personal information will be removed from the transcripts made of the workshop in order to de-identify the data, and these transcripts will be stored separately from the personal information (name and contact details) we used to administer the study. All study data and administrative details are stored on secure servers within the University of Glasgow accessible only to the research team.

Please note that assurances on confidentiality will be strictly adhered to unless evidence of wrongdoing or potential harm is uncovered. In such cases the University may be obliged to contact relevant statutory bodies/agencies.

Please see accompanying **Participant Information Sheet** for more information on the

Legal basis for processing your data

We must have a legal basis for processing all personal data. As this processing is for Academic Research we will be relying upon **Task in the Public Interest** in order to process the basic personal data that you provide. For any special categories data collected we will be processing this on the basis that it is **necessary for archiving purposes, scientific or historical research purposes or statistical purposes**

Alongside this, in order to fulfil our ethical obligations, we will ask for your **Consent** to take part in the study. Please see accompanying **Consent Form**.

What we do with it and who we share it with

All the personal data you submit is processed by staff at the University of Glasgow in the United Kingdom and by an approved transcription company (1st Class Transcription Ltd) with whom the University of Glasgow has a confidentiality agreement and established working relationship. In addition, security measures are in place to ensure that your personal data remains safe:

- The transfer of recordings made during study workshops for the purposes of transcription will be subject to password protection and the use of a University of Glasgow secure transfer system
- Completed transcripts will have personal information (such as names) removed, and any other potentially identifiable information (such as organisation names) will be removed or replaced with pseudonyms as far as possible whilst still ensuring the data are meaningful.
- All information relating to the study will be stored on secure University of Glasgow servers accessible only to the research team, and research data (in the form of workshop recordings and transcripts) will be stored in separate folders to personal data used for the administration of the study

Please consult the **Consent form** and **Participant Information Sheet** which accompanies this notice.

Due to the nature of this research it is very likely that other researchers may find the data collected to be useful in answering future research questions. We will ask for your explicit consent for your data to be shared in this way.

We will provide you with the option to receive a copy of the study findings and details of any subsequent publications or outputs.

What are your rights?*

GDPR provides that individuals have certain rights including: to request access to, copies of and rectification or erasure of personal data and to object to processing. In addition, data subjects may also have the right to restrict the processing of the personal data and to data portability. You can request access to the information we process about you at any time.

If at any point you believe that the information we process relating to you is incorrect, you can request to see this information and may in some instances request to have it restricted, corrected, or erased. You may also have the right to object to the processing of data and the right to data portability.

Please note that as we are processing your personal data for research purposes, the ability to exercise these rights may vary as there are potentially applicable research exemptions under the GDPR and the Data Protection Act 2018. For more information on these exemptions, please see [UofG Research with personal and special categories of data](#).

If you wish to exercise any of these rights, please submit your request via the [webform](#) or contact dp@gla.ac.uk

Complaints

If you wish to raise a complaint on how we have handled your personal data, you can contact the University Data Protection Officer who will investigate the matter.

Our Data Protection Officer can be contacted at dataprotectionofficer@glasgow.ac.uk

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you can complain to the Information Commissioner's Office (ICO) <https://ico.org.uk/>

Who has ethically reviewed the project?

This project has been ethically approved via the College of Social Sciences Research Ethics Committee or relevant School Ethics Forum in the College.

How long do we keep it for?

The personal data used to help us communicate with you, such as name and address or email address, will be retained by the University only for as long as is necessary for processing and no longer than the period of ethical approval (Insert end date of ethical approval). After this time, such personal data will be securely deleted.

Your research data and any records of your consent to participate will be retained for a period of at least ten years in line with the University of Glasgow Guidelines. Specific details in relation to research data storage are provided on the Participant Information Sheet and Consent Form which accompany this notice.

End of Privacy Notice _____