

Privacy Notice for participants in the SOCITS study

Your Personal Data

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

Why we need it

SOCITS aims to develop a new way to measure influences on adolescent mental health that takes into account the social interactions and situations that occur in adolescents' daily lives. As part of the study, we will ask students in secondary schools in Scotland about their school day, and people that can influence their health and wellbeing. We're interested in specific places in school (e.g. the gym, or lunch hall), the social interactions they have there and how they might impact on how they feel.

If you are a participant in a SOCITS interview, we will collect personal information about you, including your name, your gender and your age, and, where relevant, limited special categories of data (such as information about your health or mental health). This is to help us carry out our research. We will only collect data that we need in order to meet the aims of the research. The aims of our research project are explained in the Participant Information Sheet. You can ask us about anything you're unsure of at any time.

Where will /do we get your personal data from and what we do with it?

We get it from you! If you decide to take part in our research project by taking part in a walking interview, then we will take information from you such as your name and the school you go to, and we will record your interview as you walk around your school and tell us about your school day, social interactions and how these can make you feel. We will make recordings (video and audio) of your responses in our interview. We will only share images or quotes from your interview if you are **not** identifiable. We will only collect this information if we have your permission to do so.

Legal basis for processing your data

We have a legal basis for processing all personal data. For the SOCITS study, the legal basis is public task. That is the legal basis for data processing is the public task of a University/Medical Research Council Unit to conduct research into adolescent mental health.

We are also processing data about your gender, and factors that affect your mental health and wellbeing. This information is sensitive and is referred to as special category data. We are processing this special category data on the basis that it is necessary to support this research project which is conducted in the public interest. That means, we collect this sensitive information because it is important to understand how things like gender and ethnicity affect health and wellbeing.

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.

In addition,

- Your responses from walking interviews will be 'de-identified'. This means that your name or other information which could identify you, including any images of you, will not be included when recordings from interviews are written up or 'transcribed'. Interview responses will be typed up by a company that has a contract of confidentiality with the University.
 - Your personal data may be stored for up to ten years. Anonymised data may be archived permanently and never deleted. We will ask for your consent to this in the consent form you will be asked to read and sign before you agree to participation in the research.
- **How long do we keep it for?**

Your data will be retained by the University for at least 10 years. It will be stored securely and kept confidential, and will be separate from the data used for research that will not contain any information that could identify you.

After this time, a data access committee will decide whether and how to securely delete all personal data. Fully anonymous datasets may be kept after this time and used for statistical analysis.

What are your [rights](#)?*

You have the right to information about why we are processing data on social contacts, and this privacy notice is how we are giving you that information. We also have provided study participants with information about how we process their data.

We are conducting this project in line with article 89 of the General Data Protection Regulation, which means that we will not automatically provide you with the right to see data about you that was collected as part of the research study. You also will not be able to delete or modify the data.

If you contact the study team, we can provide you with some information from your survey or interview. For example, you can ask a researcher for information collected during an interview. If it's possible, someone from the research team may be able to send this to you afterwards. We won't update any of the information after the surveys or interviews, this is so that the data for all participants was collected in the exact same way. Making sure all participant data is similar helps improve how we analyse the data (it reduces statistical bias).

If you wish to discuss your data rights, please 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/>