**ULSTER UNIVERSITY RESEARCH GOVERNANCE**

**UK GDPR/DATA PROTECTION ACT 2018 COMPLIANCE**

The purpose of this document is to provide researchers with a template Privacy Notice and standard statements relating to UK GDPR and the Data Protection Act 2018 for use in participant information sheets (PIS) and similar documents or online.

Every research study that includes the processing of personal and/or sensitive data **must have a Privacy Notice**. The PIS must include a copy of the Privacy Notice or a link to the location of the relevant notice to ensure transparency.

All Privacy Notices for high risk research studies must be submitted to the Data Protection & Information Compliance Unit at GDPR@ulster.ac.uk.

All Privacy Notices related to a research study will be published on the University website: <https://www.ulster.ac.uk/about/governance/compliance/gdpr>.

The Privacy Notice template must be populated with accurate and detailed information reflecting the processing that will be carried out for the research study. It must, for example, include the lawful basis for processing, details of any data sharing and if there are international transfers.

**For Category C studies and to reflect different scenarios around data collection, particularly where patient/service users’ records will be interrogated, templates from** [**Health Research Authority (hra.nhs.uk)**](https://www.hra.nhs.uk/planning-and-improving-research/policies-standards-legislation/data-protection-and-information-governance/gdpr-guidance/templates/) **must be included.**

**Privacy Notice – Research Participants**

**Name of Research: [INSERT STUDY NAME]**

This Privacy Notice explains how Ulster University (University) collects, uses and processes participants’ personal data as a data controller and explains participants’ rights in relation to the personal data that the University processes during research studies.

The University actively seeks to preserve the privacy rights of those individuals that share information with the University. The personal data which you provide to the University will be processed in accordance with UK data protection legislation, specifically UK GDPR and the Data Protection Act 2018.

The purpose of this notice is to supplement the project-specific information that you have already been given (for example on a participant information sheet or a consent form) in connection with your participation in a research study run by researchers at Ulster University.

**What is the purpose and legal basis of the processing?**

As a publicly-funded University, we have to ensure that it is in the public interest when we use the personal data of individuals who have agreed to take part in research. This means that when you agree to take part in a research study, we will use your data in the ways needed to conduct and analyse the research study. Therefore, in general terms, we use your personal data (including, where appropriate, sensitive personal information) to carry out academic and/or translational research in the public interest.

[INSERT SHORT DESCRIPTION OF THE RESEARCH STUDY OR REFER TO THE PIS]

The following lawful basis that applies to this research study:

**UK GDPR Article 6.1(a)** – the data subject has given **consent** to the processing of their personal data for specific purposes.

**UK GDPR Article 6.1(e)** – processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

[PLEASE INCLUDE THE APPROPRIATE LAWFUL BASIS FOR PERSONAL DATA – FURTHER INFORMATION AVAILABLE [A guide to lawful basis | ICO](https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/lawful-basis/a-guide-to-lawful-basis/)]

For processing special category data, our legal basis for processing is:

**UK GDPR Article 9(j)** – processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes.

**Data Protection Act 2018, Part 1, Schedule 1 (4)** – Research etc

[PLEASE INCLUDE THE APPROPRIATE LAWFUL BASIS FOR SPECIAL CATEGORY DATA (EXAMPLE ABOVE) – FURTHER INFORMATION AVAILABLE [Special category data | ICO](https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/lawful-basis/a-guide-to-lawful-basis/lawful-basis-for-processing/special-category-data/)]

**How the University collects your personal data**

The University shall collect the personal data from you directly [please detail accurately how this data is collected/accessed], through your participation in this research study.

**Change of Purpose**

The University will only use your personal data for the purposes for which it was? collected , unless the University reasonably considers that it needs to use the personal data for another reason and that reason is compatible with the original purpose. If the University needs to use your personal data for an unrelated purpose it shall notify you and explain the legal basis which allows the University to do so.

**How long does the University hold your personal data?**

Personal data collected as part of this research study will be retained for a period of [INSERT] years.

The University’s Retention and Disposal Schedule includes guidance on retention and disposal periods. A copy of the Schedule is available at <https://www.ulster.ac.uk/__data/assets/pdf_file/0009/286461/Records-Retention-and-Disposal-Schedule.pdf>

**Categories of personal data processed by the University**

**Personal Data**

The University may collect, use, store and transfer the following types of personal data as part of this research project:

* Name
* Address
* [Please populate and detail all categories of personal data that will be processed]

**Special Category Data**

“Special Categories” or particularly sensitive personal information, such as information about your health, racial or ethnic origin, sexual orientation require higher levels of protection. As part of this research study, the following categories of special category data will be processed:

* Health
* Racial or ethnic origin
* [Please populated an detail all categories of special category data that will be processed]

**Criminal Convictions**

The University may only use information relating to criminal convictions and criminal records where the law permits it to do so. This will typically be where such processing is necessary to carry out its obligations and provided such processing is in line with this notice.

**Who does the University share your data with?**

The University shares personal data with third parties where necessary for the purposes of processing and where there is a legal basis to do so. Where information is shared with such third parties, the University will seek to share the minimum amount necessary.

As part of this research study the University may share your personal data with the following third parties:

**[OR]**

Your personal data will not be shared with third parties as part of this research study.

[Please delete one of the above and ensure the accurate statement is included]

**International Transfers**

The University will/will not [Delete as appropriate] transfer your personal data to the following countries outside of the United Kingdom:

* Republic of Ireland (other EU countries?)
* [Insert list of countries data is transferred which are subject to an adequacy regulation]

In these circumstances your personal data is being transferred on the basis that the Secretary of State has made an adequacy regulation in respect of said countries. This means that countries are deemed to provide equivalent protection to personal data as provided by the UK data protection regime.

**[Include and update below if applies or delete]**

In addition to those countries listed above, the University will also transfer your personal data to the following countries outside the United Kingdom:

* United States of America
* [Insert list of countries data is transferred which are not subject to an adequacy regulation]

These countries are deemed not to provide an adequate level of protection for your personal data. However, to ensure that your personal data does receive an adequate level of protection, the University have put in place [INSERT APPROPRIATE SAFEGUARDS].

**Your rights as a Data Subject**

As a University data subject you have the right to:

* Access and obtain a copy of your personal data on request;
* Require the University to change incorrect or incomplete personal data;
* Require the University to delete or remove your personal data, for example where the data is no longer necessary for the purposes of processing. Note, however that the University may not always be able to comply with your request of erasure for specific legal reasons which will be notified to you, if applicable, at the time of your request;
* Object to the processing of your personal data where the University is relying on its legitimate interests as a legal ground for processing;
* Where the University is relying upon consent to process your personal data, you may withdraw your consent at any time; and ask the University to stop processing personal data for a period if the personal data is inaccurate or there is a dispute about whether or not your interests override the University’s legitimate grounds for processing the personal data.

**Further information and your right to complain**

Further information in respect of the University’s practice in respect of data protection and our Data Protection Policy is available at <https://www.ulster.ac.uk/about/governance/compliance/gdpr>.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request the University transfer a copy of your personal information to another party, please contact the University’s Data Protection Officer,

Eoin Coyle at:

c/o Ulster University, Room J308

Coleraine

BT52 1SA

02871675525

Gdpr@ulster.ac.uk

If you are not satisfied with how the University is processing your personal data, you can make a complaint to the ICO. Further information about your data privacy rights are available on the ICO’s website at: [www.ico.org.uk](http://www.ico.org.uk)