**SAMPLE PRIVACY NOTICE**

(Guidance and suggested text in blue. Remove/adjust before issuing to participants. Online links are underlined.

Please note that the Ethics Committee is not responsible for checking GDPR requirements, but you must ensure all relevant GDPR documents are uploaded to your application.)

**Privacy Notice for Participation in Research Project:** Insert title of project and name of Researcher here

**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 (Insert title of project here.) 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 (insert details of type of processing such as to: arrange interviews or potentially follow up on the data you have provided.)

We only collect data that we need for the research project and (Insert how personal information will be treated e.g. I will de-identify your personal data from the research data (your answers given during the interview, for example) through pseudonymisation.)

(Insert clause on any potential limits to confidentiality such as: Please note that your confidentiality may be impossible to guarantee for example due to the size of the participant group, location etc.) Please see accompanying **Participant Information Sheet**,

**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**

(Please consult the [UofG GDPR guidance](https://www.gla.ac.uk/myglasgow/dpfoioffice/gdpr/processing/) / ICO guidance / ICO lawful basis interactive tool to **check** that this is the **correct basis** for processing the personal data.

Links available on [College ethics website, Information for Applicants](https://www.gla.ac.uk/colleges/socialsciences/students/ethics/informationforapplicants/applicationprocesssummarystaffandpgr/).)

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: (insert here who is involved in the processing e.g. staff at the University of Glasgow in the United Kingdom.) In addition, security measures are in place to ensure that your personal data remains safe: (Insert here the specific measures to be used, such as pseudonymisation, secure storage, and encryption of files and devices.) Please consult the **Consent form** and **Participant Information Sheet** which accompanies this notice.

(Possible further use of data suggested clause: 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.)

(Insert clause stating how participants will receive information on research outcomes: e.g. We will provide you with a copy of the study findings and details of any subsequent publications or outputs on request.)

**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](https://www.gla.ac.uk/myglasgow/dpfoioffice/a-ztopics/research/#//).

If you wish to exercise any of these rights, please submit your request via the [webform](https://www.gla.ac.uk/myglasgow/dpfoioffice/gdpr/gdprrequests/#d.en.591523) 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?**

Your **personal** data 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, personal data will be securely deleted.

Your **research** data will be retained for a period of 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_