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**19.04.2021**

**Participant Privacy Notice**

**Study Title**

***Using social network analysis to understand relationships, social support, and wellbeing of postgraduate researchers – a mixed methods study (PGR WELLNET)***

**Researchers**

**Jelena Milicev, Sharon Simpson, Mark McCann, Joanna Inchley, Maria Gardani**

**Your Personal Data**

The University of Glasgow will be what is known as the ‘Data Controller’ of your personal data processed in relation to the data collection for the current study. This privacy notice will explain how The University of Glasgow will process your personal data.

**Why we need it**

We need your personal data to conduct analyses and answer our research questions, as well as to get in touch with you regarding further participation and/or compensation for your time. We will collect your personal data through an online survey asking about your age, relationship status, household composition, socio-economic status, university, funding status, field, year, and mode of study, if you live and study in the same place/time zone, other roles/degrees completed at the same institution, contact details, experience of your social environment in the context of postgraduate research education, and COVID-19. We will also collect data about your ethnic background, gender, sexual orientation, and mental health (this is referred to as ‘special category’ data in the [General Data Protection Regulation](https://gdpr-info.eu/) (GDPR). We need these data in order to understand how these characteristics relate to social support and wellbeing. We will also conduct online/telephone interviews to ask about your experience of social relationships and their role in your wellbeing in more detail. If you agree to take part in the interviews and/or the second survey, we will ask you to provide a name for correspondence, an email address, a telephone number, and date of birth so we can get in touch regarding your participation and/or compensation. We will make recordings of the interviews and keep them for analysis.

In the survey and in the interview(s), you will be asked to name the people from your social network using nicknames instead of real names and we will collect the following personal data about them: approximate age (age bracket), as well as gender and ethnicity, which are classified as special category by the GDPR. We will ask about your relationships with them and how these relate to your needs for support and your wellbeing. If you wish to let these individuals know about the study and how we process the personal data we collect, you can show them this Privacy Notice, which is also available on the [study website](https://www.gla.ac.uk/researchinstitutes/healthwellbeing/research/mrccsosocialandpublichealthsciencesunit/phdstudentships/phds/jelena_milicev/). Remember, all your answers are entirely confidential, and we will never talk to anyone else about the data you provided.

**Legal basis for processing your data**

We must have a legal basis for processing all personal data. In this instance, the legal basis is Public task: Processing is necessary for the performance of a task carried out in the public interest (GDPR, Article 6(1)(e)). In addition, lawful basis for processing of special category data is defined by Article 9(2)(j): Processing is necessary for archiving purposes in the public interest or scientific and historical research. All personal data will be processed lawfully, fairly, and in a transparent manner to comply with GDPR.

**What we do with it and who we share it with**

In order to undertake this study, we will be collecting and storing personal information described above. This means that the University is responsible for looking after your information and using it properly. The personal data you submit is processed by staff at the University of Glasgow in the United Kingdom. Interview recordings, however, will be sent securely to be transcribed by a third party transcription company, approved by the University and bound by confidentiality agreement. We will use your contact details to get in touch with you if you consent to further participation and/or with regard to compensation for your time. We will not pass your personal information to anyone else.

The collected data will be appropriately de-identified. This means that your responses will be allocated a unique participant ID code and will be stored separately from any identifying information (e.g. personal names, or the names of places that could be used to identify someone). We will not link your responses (research data) with your identifiable data at any point and no one, except for the research team will know who the data are from.

Any information about your social contacts that you provide is treated as confidential opinions of the participants and will not be available for others to access. If somebody taking part in this study tells us about other people they know, we will treat this information confidentially, this means we will not contact or give out any information about the people they know. For example, if someone in the study told us “John Smith is a lecturer in my University department and he is my friend”, we will never contact John Smith to tell him what was said about him, and if John Smith asked the researchers what study participants said about him, we will not provide him with an answer because the information is confidential.

**How long do we keep it for?**

Your identifiable personal data (name, contact details, interview recordings and non de-identified interview transcripts will be retained by the University of Glasgow research team for the duration of the study (maximum 3 years after data collection is completed). After this time, data will be securely deleted. The non-identifiable research data will be stored in archiving facilities in line with the University of Glasgow retention policy for minimum 10 years. After this period, further retention may be agreed, or your data will be securely destroyed in accordance with the relevant standard procedures.

**What are your rights? \***

You may be entitled to request access to copies and to rectification, or erasure of personal data and to object to processing. In addition, to restrict the processing of personal data and to data portability. These entitlements need to be in compliance with the circumstances defined under the GDPR.

If you wish to exercise any of these rights, please contact [dp@gla.ac.uk](mailto:dp@gla.ac.uk).

\*Please note that the ability to exercise these rights will vary and depend on the legal basis on which the processing is being carried out.

**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](mailto: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/>