

## Privacy Notice for PACES: Physical Activity and Social Connections Study: Social Networks and Qualitative Studies

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### Your Personal Data

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

### Why we need it

We are collecting your basic personal data such as your name and contact details, but only for follow up interviews and to send reimbursement vouchers for your time. We will also ask you questions about your health, wellbeing, and social relationships in order to get a better understanding of health ageing. We will only collect data that we need in order to conduct this study.

### Legal basis for processing your data

We have a legal basis for processing all personal data. For the PACES 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 health and social relationships. We are also processing sensitive data about your gender, and ethnicity, and information about the health of study participants. 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 collected via a software called Network Canvas and is processed by staff at the University of Glasgow in the United Kingdom.
- Personal information about study participants will be removed and replaced with a pseudonym (an ID number that means that the names of who took part are kept secret).
- We will also create a pseudonym for social contacts, so it will never be possible to find out the names of a social contact in the research data.

### How long do we keep it

*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.*

### What are your [rights](#)?\*

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. Once research data has been anonymized, we cannot delete it, as we will no longer know who it belongs to.

If you wish to exercise any of these rights, please submit your request via the [webform](#) or 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/>

**Date: 30/05/2022**