**Privacy Notice for: Developing reporting guidelines for randomised controlled trials using surrogate primary endpoints**

# Your Personal Data

**The University of Glasgow** will be what’s known as the ‘Data Controller’ of your personal data processed in relation to collection, use, storage and deletion of your data. 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 name and email address in order to contact you during the study period and send you the project findings. We will only collect data that we need in order to provide and oversee this service to you.

# Legal basis for processing your data

We must have a legal basis for processing all personal data. In this instance, the legal basis is Consent.

# 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. Also, all data will be anonymised and each participant will receive an ID code. All files with your data will be encrypted and only authorised people will have access to it (study researchers).

# How long do we keep it for?

Your data will be retained by the University for 10 years after the end of the study for future research and learning. 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 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.

Where we have relied upon your consent to process your data, you also have the right to withdraw your consent at any time.

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/>

I have read and understand how my personal data will be used.

I consent to the University processing my personal data for the purposes detailed above.

[A checkbox will be provided online, and we will not require participants to sign but rather to tick the check box]