 

# 21.04.22

**EDIOH Survey PARTICIPANT PRIVACY NOT****ICE**

**Study Title**

***Personal characteristics, career experiences and progression in occupational health (OH) practitioners; investigating equality, diversity and inclusion (EDIOH).***

# Researchers

**Prof Drushca Lalloo, Prof Ewan Macdonald, Dr Sheetal Chavda, Dr Simon Walker**

**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 research study above. This privacy notice will explain how The University of Glasgow will process your personal data.

# Why we need it

We are collecting your personal data such as your age, qualifications, years of experience, field and country of practice and, where relevant, special categories data such as your gender, ethnic background, religion, sexual orientation and any disability to conduct the research study above. We need these data in order to understand how these characteristics relate to your experience of equality, diversity, inclusion and career progression in occupational health (OH).

We will only collect data that we need to answer the study questions. 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

The data you submit will be collected using an approved survey platform i.e. Microsoft Forms. It will be analysed only by staff at the University of Glasgow in the United Kingdom and will be kept strictly confidential. We will not pass your personal information to anyone else. All questionnaire responses will be anonymous. We will not ask you for your name, address or date of birth. We will also take additional measures in data collection, analysis and presentation of our results to ensure anonymization and that no individual can be identified or recognized. All data will be in electronic format and will be stored on secure password–protected University of Glasgow computers. No one outside of the research team will have access to the data.

# How long do we keep it for?

Your data will be retained by the University of Glasgow research team for the duration of the study (maximum 3 years after data collection is completed). Subsequently, it will be stored in line with the University of Glasgow retention policy and with advice from the University Research Data management team for up to 10 years. After this time, the data will be securely deleted.

# 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. These entitlements need to be in compliance with the circumstances defined under the GDPR.

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.

\*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

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/>