

**Middlesex University Guide to Research Privacy Notices**

Privacy notices need to be presented whenever data is collected and should be understandable and accessible. Privacy notices must explain the type and source of data that will be processed. They will also set out the processing purpose, data retention schedules and data sharing. Privacy notices must include details of the subject’s rights and who the subject can complain to.

The following example may be used and completed for your research purposes.

**Middlesex University Privacy Notice for Research Participants**

The General Data Protection Regulation (GDPR) protects the rights of individuals by setting out certain rules as to what organisation can and cannot do with information about people. A key element to this is the principle to process individuals’ data lawfully and fairly. This means we need to provide information on how we process personal data.

The University takes its obligation under the GDPR very seriously and will always ensure personal data is collected, handled, stored and shared in a secure manner. [The University’s Data Protection Policy can be accessed here](https://www.mdx.ac.uk/about-us/policies/?a=449245): <https://www.mdx.ac.uk/__data/assets/pdf_file/0023/471326/Data-Protection-Policy-GPS4-v2.4.pdf>.

The following statements will outline what personal data we collect, how we use it and who we share it with. It will also provide guidance on your individual rights and how to make a complaint to the Information Commissioner’s Officer (ICO), the regulator for data protection in the UK.

**Why are we collecting your personal data?**

As a university we undertake research as part of our function and in our capacity as a teaching and research institution to advance education and learning. The specific purpose for data collection on this occasion is to ….(add research aims here)

The legal basis for processing your personal data under GDPR on this occasion is Article 6(1a) consent of the data subject.

**Transferring data outside Europe**

In the majority of instances your data will be processed by Middlesex University researchers only or in collaboration with researchers at other UK or European institutions so will stay inside the EU and be protected by the requirements of the GDPR.

In any instances in which your data might be used as part of a collaboration with researchers based outside the EU all the necessary safeguards that are required under the GDPR for transferring data outside of the EU will be put in place. You will be informed if this is relevant for the specific study you are a participant of.

**Your rights under data protection**

Under the GDPR and the DPA you have the following rights:

* to obtain access to, and copies of, the personal data that we hold about you;
* to require that we cease processing your personal data if the processing is causing you damage or distress;
* to require us to correct the personal data we hold about you if it is incorrect;
* to require us to erase your personal data;
* to require us to restrict our data processing activities;
* to receive from us the personal data we hold about you which you have provided to us, in a reasonable format specified by you, including for the purpose of you transmitting that personal data to another data controller;
* to object, on grounds relating to your particular situation, to any of our particular processing activities where you feel this has a disproportionate impact on your rights.

Where Personal Information is processed as part of a research project, the extent to which these rights apply varies under the GDPR and the DPA. In particular, your rights to access, change, or move your information may be limited, as we need to manage your information in specific ways in order for the research to be reliable and accurate. If you withdraw from the study, we may not be able to remove the information that we have already obtained. To safeguard your rights, we will use the minimum personally-identifiable information possible. The Participant Information Sheet will detail up to what point in the study data can be withdrawn.

If you submit a data protection rights request to the University, you will be informed of the decision within one month. If it is considered necessary to refuse to comply with any of your data protection rights, you also have the right to complain about our decision to the UK supervisory authority for data protection, the Information Commissioner’s Office.

None of the above precludes your right to withdraw consent from participating in the research study at any time.

**Collecting and using personal data**

**(please provide relevant details for the participant as to how you will collect and use their data. This needs to be context specific so it’s difficult to provide more generic guidance)**

**Data sharing**

Your information will usually be shared within the research team conducting the project you are participating in, mainly so that they can identify you as a participant and contact you about the research project.

Responsible members of the University may also be given access to personal data used in a research project for monitoring purposes and/or to carry out an audit of the study to ensure that the research is complying with applicable regulations. Individuals from regulatory authorities (people who check that we are carrying out the study correctly) may require access to your records. All of these people have a duty to keep your information, as a research participant, strictly confidential.

If we are working with other organisations and information is shared about you, we will inform you in the Participant Information Sheet. Information shared will be on a ‘need to know’ basis relative to achieving the research project’s objectives, and with all appropriate safeguards in place to ensure the security of your information.

**Storage and security**

The University takes a robust approach to protecting the information it holds with dedicated storage areas for research data with controlled access.

Alongside these technical measures there are comprehensive and effective policies and processes in place to ensure that users and administrators of University information are aware of their obligations and responsibilities for the data they have access to. By default, people are only granted access to the information they require to perform their duties. Training is provided to new staff joining the University and existing staff have training and expert advice available if needed.

**Retention**

Under the GDPR and DPA personal data collected for research purposes can be kept indefinitely, providing there is no impact to you outside the parameters of the study you have consented to take part in.

Having stated the above, the length of time for which we keep your data will depend on a number of factors including the importance of the data, the funding requirements, the nature of the study, and the requirements of the publisher. Details will be given in the information sheet for each project.

**Contact us**

The Principal Investigator leading this research is (add name)

(add address)

(add contact number)

(add email)

The University’s official contact details are:

Data Protection Officer

Middlesex University

The Burroughs

London

NW4 4BT

Tel: +44 (0)20 8411 5555
Email: dpaofficer@mdx.ac.uk