##### General Data Protection Regulation Policy 2018

This policy sets out how we will use and store project participants' personal data for the above project.

* Where ALLFIE and/or the Project Researcher holds personal information about the project participants, this will be treated with the utmost respect and confidentiality and will only be used for the research purposes communicated prior to the research being conducted. It will not be used for any other purpose such as marketing, market research or commercial purposes, or passed to other organisations or individuals. These confidentiality obligations will continue to apply beyond the life of this project.
* All participants’ personal data and place names will be anonymised. Pseudonyms will be used to protect participants’ identities. The same level of anonymisation will be adopted when producing the final DRILL report, publicity materials and any other project output.
* During the project, all electronic and physical information about the participants will be kept securely and only accessible by authorised individuals from ALLFIE.
* ALLFIE and/or the Project Researcher will not hold any sensitive personal information without explicit written consent. Any sensitive personal information that is held will be stored separately from other information and will be kept secure.
* In compliance with the DRILL grant conditions, all the data obtained from this project will be submitted for deposit in the UK Data Service Repository. Data relating to the project will be stored until 31 August 2027, which is seven years after DRILL Programme completion in 2020.
* Any forms used to collect names, addresses or any other personal data will include a column where people can indicate whether they wish to receive information about the project. People will only be sent emails or mailings if they have opted in.
* Group emails and mailings about the project from ALLFIE or the Project Researcher will include clear details of how a person can unsubscribe. If this is not achieved automatically, then when a request to unsubscribe is received from someone, their personal details will be promptly deleted from the relevant mailing list.

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