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## Privacy Notice for Participation in Research Project

Creative Insights: Exploring young people's perspectives on health inequalities

### Your Personal Data

**The University of Glasgow** will be what's known as the 'Data Controller' of your personal data processed in relation to your participation in the research project, "Creative Insights". This privacy notice will explain how The University of Glasgow will process your personal data.

### Why we need it

We are collecting basic personal data such as your name, email address and phone number in order to contact you during the course of the research (for online workshops, telephone interviews, and in between workshops to check-in).

We only collect personal data that we need for carrying out the research project and this will not be kept with any of the research data we collect from you over the course of the project. For example, your name will not be associated with any records kept of discussions with facilitators and other participants in the group or of telephone interviews with researchers.

Although we plan to keep everything you say private, because we are working in small groups, we can only guarantee confidentiality on the part of the research team. If during the course of the project, we became aware of wrongdoing or potential harm, we might have to disclose this to statutory bodies/agencies, but we would discuss this with you first. Please see accompanying Participant Information Sheet.

### Legal basis for processing your data

The lawful basis for capturing your personal data is that the conduct of this project is a task undertaken in the public interest. When we capture and process the insights you share in group discussions and interviews (your views, experiences and ideas), this is seen as a special category of data and our basis for capturing it is that it is necessary for scientific research in accordance with safeguards.

In order to fulfil our ethical obligations, we will ask for your consent to take part in the study. Please see accompanying Consent Form.

### What we do with it and who we share it with

All the personal data you submit is processed by a small number of research staff at the University of Glasgow in the United Kingdom. Security measures are in place to ensure that your personal data remains safe, including secure storage, and, encryption of files and devices. Please consult the Consent Form and Participant Information Sheet which accompany this notice.

Due to the nature of this research it is very likely that other researchers may find the data collected to be useful in answering future research questions. We will ask for your explicit consent for your anonymised data to be shared in this way.

As part of the research we will work with you to share the findings from our research with a range of audiences, including your peers, communities and policy makers. We will also keep you updated on any publications which result from the research.

### **What are your rights?\***

GDPR provides that individuals have certain rights including: to request access to, copies of and rectification or erasure of personal data and to object to processing. In addition, data subjects may also have the right to restrict the processing of the personal data and to data portability. 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.

Please note that as we are processing your personal data for research purposes, the ability to exercise these rights may vary as there are potentially applicable research exemptions under the GDPR and the Data Protection Act 2018. For more information on these exemptions, please see [University of Glasgow Research with personal and special categories of data](#).

If you wish to exercise any of these rights, please submit your request via the [webform](#) or contact [dp@glg.ac.uk](mailto:dp@glg.ac.uk)

### **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/>

### **Who has ethically reviewed the project?**

This project has been ethically approved via the College of Social Sciences Research Ethics Committee or relevant School Ethics Forum in the College.

### **How long do we keep it for?**

Your personal data will be retained by the University only for as long as is necessary for processing and no longer than the period of ethical approval 1st November 2021. After this time, personal data will be securely deleted.

Your research data will be retained in line with the University of Glasgow Guidelines. Specific details in relation to research data storage are provided on the Participant Information Sheet and Consent Form which accompany this notice.

End of Privacy Notice