

UoM Simplified Research Privacy Notice

General Information

As part of our commitment to research integrity, the University of Manchester follows the UK General Data Protection Regulation (UK GDPR) and the UK Data Protection Act 2018 (DPA).

This means that by law, your information can only be collected for a number of reasons. These reasons are known as the 'legal basis'. Anyone wanting to collect information must have a legal basis to do so and when the information is more sensitive an extra legal basis is needed. The law allows us as researchers to collect your information under two legal bases:

- 1) A task carried out in the public interest, and for more sensitive information
- 2) Where the information is necessary for scientific or historical research purposes or statistical purposes

What is Personal Data (personal information)?

Personal data means any information which can identify you and can include items such as your name, postcode, gender, date of birth, or other information such as your opinions or thoughts. The specific information that the researcher wishes to obtain from you is listed on the participant information sheet.

What is sensitive information (special category data)?

Researchers may process some information about you that is considered to be 'sensitive' and this is called 'special category' personal data. This includes, but is not limited to, information such as your ethnicity, sexual orientation, gender identity, religious beliefs or details about your health. These types of personal information require additional protections which the University ensures are in place.

Who is responsible for my personal information?

The University of Manchester is the **data controller** for this study. This means they are responsible for protecting your information and making sure it is:

1. Kept securely and confidentially
2. Used only in the way the researchers tell you it will be used for

Who will my personal information be shared with?

Your personal information will only be shared with members of the research team in order to conduct the project. If they need to share this information with anyone else, you will be told who they are and why this is the case in the participant information sheet.

The research team will ensure that your information is anonymised (your name and personal details removed) as soon as possible. This information may be shared with other at other organisations/institutions and details of this can be found in the participant information sheet.

How long will you keep my personal information?

Any personal information which has not been anonymised will be kept for 7 years for the purposes of auditing by the Finance Department, if you are compensated for taking part.

Any information which has been anonymised and cannot be linked back to you will be kept for 5 years.

Your rights

By law, you have a number of rights regarding the personal information we hold about you. These include the right to:

- See the information/receive a copy of the information
- Correct any incorrect information
- Have the information deleted
- Limit or raise concerns to the processing of your information
- Move your information

These rights only apply to your information before it is anonymised as once this happens we can no longer identify your specific information. Sometimes your rights may be limited if it would prevent or delay the research. If this happens you will be informed and have the right to complain about this to the Information Commissioner.

Who can I contact?

If you have any questions about the information in this document please contact the University's Data Protection Officer, Alex Daybank (dataprotection@manchester.ac.uk) or write to:

The Data Protection Officer
Information Governance Office
Christie Building
University of Manchester
Oxford Road
Manchester M13 9PL