



LIVERPOOL HOPE UNIVERSITY

Privacy Notice for Research

This Privacy Notice for Research informs how we collect and use your personal data for research purposes.

What is Personal Data?: "Personal data" means any information which relates to or identifies you as an individual.

Purpose of this Notice: This Notice explains how we will collect and use your personal data.

Liverpool Hope University is the Data Controller for personal data that we process about you.

The University is registered as a Data Controller with the Information Commissioner's Office and manages personal data in accordance with University's Data Protection Policy (<https://www.hope.ac.uk/media/gateway/itservices/documents/Data%20Protection%20Policy.pdf>).

The words "University", "we", "our" and "us", mentioned in this Notice, refer to the specific researcher at Liverpool Hope University.

The words "you" and "your" refer to you as the data subject. If you need clarity on anything pertaining to this Notice and its contents, please contact our Data Protection Officer (gittinl@hope.ac.uk) for answers.

The words 'they' and 'their' refer to the researcher(s), who are formally associated with the University.

What information does the University collect?

The University undertakes research as part of its function for the community under its legal status. Data Protection laws allow us to use personal data for research with appropriate safeguards in place under the legal basis of public tasks that are in the public interest.

We will always tell you about the information we wish to collect from you and how we will use it. We will seek your informed consent for the collection and use of your data in specific research projects. For children, young people and other vulnerable groups the research ethics committee will agree an appropriate consent procedure to ensure participant rights are protected. The Information Sheet contains detailed information.

Researchers will always share with you details of what they would wish to collect from you and how they will use it. They will seek your free, voluntary and informed consent for the collection and use of your data in their specific research projects. You can either consent or decline to participate in the stated research project. You also have the right to withdraw from the research during the stipulate period of time. If you do not wish your personal data to be included in the research project, you need to contact the researchers (e.g. via email) during the stipulate period of time and ask them to delete your data. The choice is yours.

For children, young people and other vulnerable groups our research ethics committee will agree an appropriate consent procedure to protect your rights as the data subjects. Again, you as data subjects will have an opportunity either to consent or to decline your participation in the stated research project. Even during the course of the research you can still withdraw from it and ask the researchers not to

include your data. Regarding withdrawal, either you or your legal guardians can contact the researchers (via email or a telephone call).

The Information Sheet, which you will receive from the researcher(s), will have details about the research and your rights.

To ensure high standard of research and to protect your rights, appropriate policies and procedures govern our research; academic supervisors, research ethic leads and committees scrutinise all applications. For more information, please see <http://www.hope.ac.uk/research/researchethics/>.

The research may include processing some information about you that is classed as Special Category Data, which requires additional protections. This sensitive data pertain, for example, to race, politics, ethnic origin, religion, trade union membership, genetic, biometrics (where used for ID purposes), health, sexual orientation, sex life, medical or health conditions, disabilities, and the like. Where the University processes Special Category Data as part of a research project, we usually do so because the processing is necessary for scientific or historical research purposes (Article 9(j)) of the GDPR.

The researcher may share your data with their supervisors; they retain your data for the period of time mentioned in the Information Sheet and your Consent Form.

Where does the researcher get your personal data from and how is it processed?

Based on your free, voluntary and informed consent, the researcher will get your personal data from you as the data subject. The researcher stores and sometimes transmits these data securely in a variety of paper and electronic formats (e.g., via post or as PDF). Access to your personal data is limited to the researcher and their supervisors who have legitimate interest in it for the purpose of carrying out the research project, and their use of your personal information will not be excessive.

Who will my personal data be shared with?

The researcher may share some of your data with their research supervisors attached to the university.

Retention of your personal data

The researcher stores your personal information electronically, and where appropriate, in paper format for a limited period of time, as mentioned in the Information Sheet about their research.

How does the University protect data?

The University Research Ethics Policy outlines how seriously the researcher should safeguard your data. Additionally, the University has internal policies and controls in place to try to make sure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed by any unauthorised person. The above-mentioned Data Protection Policy contains detailed information.

Where third parties process personal data on behalf of the University, they do so on the basis of written instructions, are under a duty of confidentiality and must make sure that they have appropriate technical and organisational measures in place to keep the data secure.

Your rights as a Data Subject

Under GDPR you have the right in some circumstances to:

- withdraw consent for our processing of your personal data;
- access your personal data that we process;
- rectify inaccuracies in personal data that we hold about you;
- be forgotten, that is your details to be removed from systems that we use to process your personal data;
- restrict the processing in certain ways;

- obtain a copy of your data in a commonly used electronic form; and
- object to certain processing of your personal data by us.

Please see <https://ico.org.uk/> for further information on the above rights. You may also contact the Data Protection Officer for further information.

You have a right to complain to the Information Commissioner's Office about the way in which we process your personal data. Please see <https://ico.org.uk/>.

Concerns and contact details

If you have any concerns with regard to the way your personal data is being processed or have a query with regard to this Notice, please contact our Data Protection Officer, Laura Gittins at gittinl@hope.ac.uk.

Our postal address is

Data Protection Officer
Liverpool Hope University
Hope Park
Liverpool
L16 9JD
England

Our telephone number is +44 (0)151 2913478.

Are changes made to this document?

Yes. This notice was last updated in February 2019. Future changes will be published here.