Pupil Participant Privacy Notice

(How we look after your information)

In order to carry out our research we will need to collect information about you, and some of this information will be your personal data. Legally, we have to tell you exactly what we do with your data and about your rights. This is described below.

Who is Responsible for the data collected about you and what happens to it?

The University of Birmingham, Edgbaston, Birmingham B15 2TT

What is our legal basis for processing your data? Processing your personal data is necessary for our research, which is of interest to the public.

Who will my personal data be shared with?

Sometimes, other organisations help us with our research and so we share your data with them. We will always have agreements with them to make sure your information is kept safe. Other researchers may be given permission to see your data, but they will not be able to link this data to you.

How will my personal data be kept safe?

We make sure that personal data is looked after and destroyed confidentially and securely. We always make sure we are following the data protection law.

Everyone who works at the university is trained on how to keep information secure.

For this study, data will be held on password protected computers in secure University of Birmingham buildings. Any paperwork containing personal data will be kept in a locked filing cabinet.

How long will you keep my information for?

Your data will be kept for 10 years. If you decide to stop taking part in the project, we will keep the information we have already but we will only use the minimum amount of personal data we need. If you would like your data to be removed, you can ask for this to happen up to four weeks after you have completed the survey.

The only exception to this is information provided through focus group discussions. If you participate in a focus group and withdraw after participating in a focus group discussion, your data will remain in the study and be included in the analyses as it is not possible to separate and remove your data from a focus group discussion.

Your rights in relation to your data

You may have the following rights in respect of your personal data:

The right to access to your data (often referred to as a Subject Access Request).

The right to correct mistakes in your data.

The right to erasure of your data (in certain circumstances).

The right to restrict processing of your data (in certain circumstances).

The right to complain/disagree about the processing of your data (in certain circumstances).

The right to ask for your personal data to be transferred electronically to a third party.

However, your rights to access, change or move your information are limited, as we need to manage your information in specific ways in order for the research to be reliable and accuracy.

What data are we processing and why? We will collect and process your personal data to carry out the research project, as explained in the information sheet we gave you.

If you would like more information on your rights, would like to exercise any right or have any queries relating to our processing of your personal data, please contact:

> The Information Compliance Manager, Legal Services, The University of Birmingham, Edgbaston, Birmingham B15 2TT
> Email: dataprotection@contacts.bham.ac.uk Telephone: +44 (0)121 414 3916

If you wish to make a complaint about how your data is being or has been processed, please contact our Data Protection Officer:

> Nicola Cárdenas Blanco, The Data Protection Officer/Director of Legal Services, Legal Services, TheUniversity of Birmingham, Edgbaston, Birmingham B15 2TT
> Email: dataprotection@contacts.bham.ac.uk Telephone: +44 (0)121 414 3916

You also have a right to complain to the Information Commissioner's Office (ICO) about the way in which we process your personal data. You can make a complaint using the ICO’s website