

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 the Data Controller?

The University of Birmingham, Edgbaston, Birmingham B15 2TT is the ‘data controller’ for the personal data that we collect from you. This means that they are responsible for the data collected and what happens to it.

What is our legal basis for processing your data?

The legal justification we have under data protection law for processing your personal data is that it 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 each questionnaire session.

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 accurate. If you decide to stop taking part in the project, we will keep the information we have already but we will only use the information that is least identifiable to you.

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.