

Research participant privacy notice – AMSP external evaluation

How the University of Nottingham processes your personal data

The University of Nottingham, University Park, Nottingham, NG7 2RD (0115 951 5151), is committed to protecting your personal data and informing you of your rights in relation to that data.

The University of Nottingham is registered as a Data Controller under the Data Protection Act 2018 (registration No. Z5654762).

One of our responsibilities as a data controller is to be transparent in our processing of your personal data and to tell you about the different ways in which we collect and use your personal data. The University will process your personal data in accordance with the UK General Data Protection Regulation (UK GDPR, GDPR) and the Data Protection Act 2018 (DPA) and this privacy notice is issued in accordance with the GDPR Articles 13 and 14.

The Data Protection Officer

The University has appointed a Data Protection Officer. Their postal address is:

Data Protection Officer,
B16, Lenton Hurst,
University of Nottingham,
University Park,
Nottingham
NG7 2RD

They can be emailed at dpo@nottingham.ac.uk.

Your personal data and its processing

We define personal data as information relating to a live, identifiable individual. It can also include "special categories of data", which is information about your racial or ethnic origin, religious or other beliefs, physical or mental health, the processing of which is subject to strict requirements. Similarly information about criminal convictions and offences is also subject to strict requirements. "Processing" means any operation which we carry out using your personal data, for example obtaining, storing, transferring or deleting.

Why we collect your personal data

We collect personal data under the terms of the University's Royal Charter in our capacity as a teaching and research body to advance education and learning. Specific purposes for data collection on this occasion are to act as an external evaluator to Mathematics in Education and Industry (MEI) for their Advanced Mathematics Support Programme (AMSP). Namely, to develop a rich analysis of the impact of support from the AMSP in the short and medium term as related to teachers, students and other stakeholders.

What information do we hold and where does the University receive your personal data from

We hold a range of personal data about you, some of which you may provide to us directly and some of which we may receive from third parties. This may include name, gender, email addresses, dates of birth, place of study/employment, job title, ethnic origin, IP address. Where data is not collected directly from the participants, the University may obtain data

from trusted partners such as MEI (who provide the University with participant name, their school/college name, email address, for example)

Legal basis for processing your personal data under UK GDPR

The legal basis for processing your personal data on this occasion is Article 6(1e) – “processing is necessary for the performance of a task carried out in the public interest”.

Special category personal data

In addition to the legal basis for processing your personal data, the University must meet a further basis when processing any special category data, including: personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

The basis for processing your sensitive personal data on this occasion is Article 9(2j) processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes.

How long we keep your data

The University may securely store your data for up to 7 years after the research project finishes. In the case of consent documents, they will be destroyed at the end of the project after any data has been anonymised and archived. Audio and video recorded interviews will be deleted after transcribing and any quality control checks are carried out. The project team includes researchers and operational staff. We work to the principle that identifiable data should always be disclosed to the minimum number of colleagues needed for the project's tasks. The researchers who gathered or processed the data may also store the data indefinitely and reuse it in future research. You will not be identifiable in data used in this way.

Who we share your data with

To facilitate the evaluation of the AMSP, we may share information with MEI.

Extracts of your data may be disclosed in published works that are posted online for use by the scientific community. Your data may also be further processed for archiving purposes in the public interest, or for historical, scientific or statistical purposes.

Transfers of your data outside the UK and EEA

If data is transferred out of the European Union we will endeavour to only transfer to countries who are on the EU list of adequate countries or to apply adequate safeguards to protect your privacy. The University of Nottingham works with suppliers and partners who may make use of Cloud and/or hosted technologies. We undertake data security due diligence on our partners, ensure that suitable contracts are in place and that these partners conform to appropriate accreditations.

For this evaluation Qualtrics software will be used to conduct online surveys, and Microsoft Teams or Zoom may be used for online interviews. Privacy notices for these are available via:

- Qualtrics – <https://www.qualtrics.com/privacy-statement/>
- Microsoft Teams – <https://www.microsoft.com/en-gb/privacy/privacystatement>
- Zoom – <https://explore.zoom.us/en/privacy/>

Your rights as a data subject

For information about the University's obligations with respect to your data, who you can get in touch with and your rights as a data subject, please visit:

www.nottingham.ac.uk/utilities/privacy/privacy.aspx.

Updates

We will keep this privacy notice under regular review.