

School of Sociology & Social Policy

UG/PGT Guidance for completing GDPR Privacy Notice for Research Participants

All research participants MUST be given a copy of the document, without changes unless specified below. This is a legal requirement and the document has been created by the University of Nottingham to fulfil regulatory obligations under the new GDPR. The sections you need to look at are -

- **“Why we collect your personal data”** – amend the yellow highlighted section with a brief description (1-2 sentences) of your research objectives, for example, “specific purposes for collecting your data on this occasion are to investigate the increase in the sale of Labrador puppies in Kent”, and what will be done with the participant’s data within it.
- **“Legal basis for processing your personal data under GDPR”** – amend the yellow highlighted section to show which of the principles listed in the preceding wording applies to your research. Most UG research will fall into Article 6(1a), so your document should read “The legal basis for processing your personal data on this occasion is Article 6(1a), consent of the data subject”. Speak to your supervisor if you feel a different Article applies to your research.
- **“Where the University receives your personal data from”** – If you are collecting data from living human participants either in person or electronically, you can completely delete this section. If you are not engaging human participants as part of your project, please speak to your supervisor.
- **“Special category personal data”** – Amend the yellow highlighted section if you are collecting personal data that falls into any of the listed categories for sensitivity and risk. As previously, you should then choose which of the Articles applies to your project, and again, most UG research will fall under Article 9(2a). If your research and the data you are collecting DOES NOT fall into any of the listed sensitive or higher risk categories, then you may delete this section, but please check with your supervisor for clarity.
- **“How we process your data”** – Unless you are processing data using an automatic system, you can delete this section.
- **“How long we keep your data”** – Amend the yellow highlighted section to say how you will store the data (if at all however preferred storage method is UON Office 365 (One Drive), and specify when it will be deleted. For the purposes of UG/PGT data processing, if you have no plans to publish your data you are expected to delete all **identifiable** data once you have received your final marks and feedback, as there is no need for the University to keep it. You will also need to specify how you will safeguard your **identifiable** data while it is stored (e.g., UON Office 365, encrypted storage, anonymisation of data, pseudonymisation procedure etc.). The University will remove your Office 365 One Drive access after Graduation. Discuss this with your supervisor if you need guidance.
- **“Who we share your data with”** – It is unlikely that you will be sharing the data with anyone (except, perhaps, your supervisor once the data has been anonymised – covered by the Consent Form), so you may delete this section. If you are unsure about this, please speak to your supervisor.
- **“Transfers of your data outside Europe”** – It is unlikely you will be exporting data to a country outside the UK, so you may delete this section. If you are doing this, please discuss it with your supervisor.