

Guidance to completing this Template Privacy Notice
Remove this first page when you have completed this document

Guidance for students on drafting a research Privacy Notice for their Research Participants

Page two onwards of this document contains the template Privacy Notice that you **must** complete and provide to participants **before** you begin processing their personal data for research project.

The privacy notice template **must** be adapted to reflect the specific research that you will be undertaking as part of your Undergraduate and Postgraduate Taught study.

Bolded instructions indicate where the Privacy Notice **must** be adapted. The instructions themselves should be removed after you have adapted and included the necessary information.

The ***Bold Underlined Italic*** instructions indicate details that must be included in the Participant Information Sheet ("PIS"). The ***Bold Underlined Italic*** guidance text itself can be removed from the Privacy Notice document only after you have completed the associated adaption in the PIS.

V.1: This template Privacy Notice was released in April 2023 and will be subject to regular review by UWE's Data Protection Office and is scheduled for formal review in April 2024.

Privacy Notice for Research Participants – [Insert your Research Project Title here]

Purpose of the Privacy Notice

This privacy notice explains how I (**[insert your name]**) collect, manage and use your personal data before, during and after you participate in **[insert details of your research project]**. ‘Personal data’ means any information relating to an identified or identifiable natural person (the data subject).

This privacy notice adheres to the UK General Data Protection Regulation (GDPR) principle of transparency. This means it gives information about:

- Why and how your data will be used for my University research project;
- What your rights are under GDPR; and
- How to contact me in relation to any questions you may have regarding the use of your personal data.

General information about Data Protection law is available from the Information Commissioner’s Office (<https://ico.org.uk/>).

This Privacy Notice should be read in conjunction with the Participant Information Sheet and Ethical Consent Form provided to you before you agree to take part in the research.

Why am I processing your personal data?

I am processing your personal data as a student of UWE, Bristol and as part of my programme of study on **[insert programme details]**. As part of these studies, I am undertaking this research project

How do I use your personal data?

My lawful basis for using your personal data for research purposes is [Article 6\(1\)\(e\) Public Task](#) and [Article 6 \(1\)\(f\) Legitimate Interests](#).

[If applicable also insert the following text if your research project includes the processing of ‘[special category](#)’ personal data; “My lawful basis for using your special category personal data for research purposes is Article 9 (j) Archiving, research and statistics (with a basis in law) by virtue of paragraph 4 of Schedule 1 of the DPA 2018”]

I will always tell you about the information I wish to collect from you and how I will use it. My research is subject to the relevant UWE, Bristol student research processes.

What data do I collect?

The personal data I will be processing is described in the Participant Information Sheet I have provided to you with this Privacy Notice. **[describe what personal data you are processing in your Participant Information Sheet]**

Who do I share your data with?

I will only share your personal data in accordance with the attached Participant Information Sheet. **[insert details of any third parties who the data may be shared with and/or processed by as part of your research project in the Participant Information Sheet, including UWE, Bristol for assessment purposes]**

How do I keep your data secure?

I take a robust approach to protecting your information with secure electronic and physical storage areas. Access to your personal data is strictly controlled on a need-to-know basis and data is stored and transmitted securely using methods such as encryption and access controls for physical records where appropriate.

How long do I keep your data for?

Your personal data will only be retained for as long as is necessary to fulfil the cited purpose of the research and will be securely deleted upon confirmation of my marks/award relevant to my programme of studies.

Anonymised data that falls outside the scope of data protection legislation as it contains no identifying or identifiable information may be stored in UWE Bristol's research data archive or another carefully selected appropriate data archive.

Your Rights and how to exercise them

Under the Data Protection legislation, you have the following **qualified** rights:

- (1) The right to access your personal data;
- (2) The right to rectification if the information is inaccurate or incomplete;
- (3) The right to restrict processing and/or erasure of your personal data;
- (4) The right to data portability;
- (5) The right to object to processing;
- (6) The right to object to automated decision making and profiling;
- (7) The right to [complain](#) to the Information Commissioner's Office (ICO).

I will always respond to concerns or queries you may have. If you have any queries relating to my research project, please contact me using the following email address (**[insert your email address]**) and/or my research supervisor at (**[insert your supervisor's email address]**).