

Part 2 - How we manage your Information

Further details about how we process your data

The responses from the questionnaire will be collected by the lead of the project you are taking part in, and then transferred securely to the project team for processing and analysis. As part of the process, the information you provide will be anonymised (i.e., any information that may identify you will be removed), so that the information you provide cannot be linked to you as an individual, only to your characteristics.

Analysis of the data and presentation of the research results will not involve any identification of you as an individual. Similarly, no information that identifies you will be shared with other researchers. If you wish however, you can choose in the consent form to be contacted by our research team about taking part in any future studies we run.

The University of York processes personal data for the purposes of carrying out research in the public interest. The University will make every effort to be transparent about its processing of your personal data and this information sheet should provide a clear explanation of this. If you do have any queries about the University's processing of your personal data that cannot be answered by the research team, further information may be obtained from the University's Data Protection Officer by emailing dataprotection@york.ac.uk or at www.york.ac.uk/records-management/dp/.

Privacy notice

This Privacy Notice tells you what to expect when you take part in this service evaluation. This is being carried out by, at the University of York. For details of how your personal information is used in other ways, please see the other University Privacy Notices www.york.ac.uk/records-management/dp/your-info.

For the purposes of this privacy notice, University of York is the Data Controller as defined in the General Data Protection Regulation (GDPR). We are registered with the Information Commissioner's Office and our entry can be found here. Our registration number is: Z4855807.

What is our legal basis for processing your data?

Under GDPR, the University must identify a legal basis for processing personal data and, where appropriate, an additional condition for processing special category data.

In line with our charter which states that we advance learning and knowledge by teaching and research, the University processes personal data for research purposes under Article 6 (1e) of the GDPR: "*Processing is necessary for the performance of a task carried out in the public interest*". Special category data is processed under Article 9 (2j): "*Processing is necessary for archiving purposes in the public interest, or scientific and historical research purposes or statistical purposes*".

Research will only be carried out where ethical approval has been granted, where there is a clear public interest and where appropriate safeguards have been put in place to protect data. In line with ethical expectations and to act in accordance with common law duty of confidentiality, we will seek your consent to take part in research. This consent will not, however, be our legal basis for processing your data under the GDPR.

How do we keep your data secure?

The University takes information security seriously and has applied appropriate technical and organisational measures to protect personal data and special category data. Access to information is restricted on a need-to-know basis and security arrangements are regularly reviewed to ensure their continued suitability. For further information see www.york.ac.uk/it-services/security/.

How long will we keep your data?

Your data will be kept in an anonymised form (i.e., any information that may identify you will be removed) indefinitely for research purposes only.

What rights do you have in relation to your data?

Under GDPR, you have a right of access to your data, a right to rectification, erasure (in certain circumstances), restriction, objection, or portability (in certain circumstances). You also have a right to withdraw consent (where this applies). For more information, see: <https://www.york.ac.uk/records-management/generaldataprotectionregulation/individualsrights/>.

Please note that, as data in this service evaluation will be anonymised (i.e., any information that may identify you will be removed), it will not be possible for you to use these rights after this point. This is because it will not be possible for us to identify your record once it has been anonymised.

Right to complain

If you are unhappy with the way in which the University has handled your personal data, we ask you to contact us in the first instance, so that we can try to put things right. If you are unhappy with our response, you have a right to complain to the Information Commissioner's Office. For information on reporting a concern to the Information Commissioner's Office, see www.ico.org.uk/concerns.