

# Research Privacy Notice

In order to undertake academic research and to train students in research methods, staff and students at the University of Brighton collect and process various types of personal data. The University is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

## Data Controller

The Data Controller (the organisation responsible for how your data is processed) is University of Brighton, Mithras House, Lewes Road. If you would like information about how the University uses your personal data please contact [dataprotection@brighton.ac.uk](mailto:dataprotection@brighton.ac.uk), 01273 642010

## Data Protection Officer

The Data Protection Officer is responsible for advising the University on compliance with Data Protection legislation and monitoring its performance against it. If you have any concerns regarding the way in which the University is processing your personal data, please contact the Data Compliance Team, 01273 642010, [dataprotection@brighton.ac.uk](mailto:dataprotection@brighton.ac.uk)

## What information does the University Collect?

The University collects a range of information in order to carry out its research activities. This may include personal details such as name and address, or information on your views on specific research topics.

The University collects this information in a variety of ways. For example, data might be collected via surveys or questionnaires, through interviews or focus groups, or by taking photographs, audio or video recordings.

For each individual research project you will be provided with a participant information sheet, which explains in more detail the kind of information that will be collected, and how this will be done.

## Why do we collect your data?

Undertaking research, publishing research and training students to undertake research are tasks that are part of our public task and are in the public interest. Universities undertake these activities so that they can fulfil their function as a Higher Education Institution. Some types of research will require the collection of personal data in order that the aims of the research can be achieved.

Our research may include special category data such as ethnicity, political or religious views, genetic data and health data. The use of special category data in our research activities is on the basis that 'processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes' (Article 9(2)(j) of the UK GDPR).

The University will only collect the information that is necessary to undertake each specific research project.

## How and where your data are held

All research projects involving the collection of personal data undergo ethics review, to ensure that appropriate arrangements are made for the secure storage of your data. If you take part in a research project, you will be provided with a participant information sheet that will outline in more detail how and where your data are stored

### **Who has access to data?**

Your data will be accessed by members of the research team (including supervisors of student projects). If it is necessary for anyone else to have access to the data, or for the data to be shared more widely, this will be made clear in the participant information sheet that will be provided to you before you agree to participate in the research.

To note : University IT staff have access to all University data on all systems, however there are strict controls in place restricting access only for audit or technical issues.

### **How does the University protect data?**

The university takes the security of your data seriously. We have a framework of policies, procedures and training in place covering data protection, confidentiality and security and regularly review the appropriateness of the measures we have in place to keep the data we hold secure.

We will only share personal data with others when we are legally permitted to do so. When we share data with others, we put contractual arrangements and security mechanisms in place as appropriate to protect the data and to comply with our data protection, confidentiality and security standards.

### **How long we will keep your data?**

Data relating to staff research projects will normally be kept for 10 years, but could be retained for longer (for example if there was specific requirement from a research funder). For student research projects, data will normally be kept until after the student's award has been conferred.

Participation Information Sheets for each research project will detail the retention

### **Data subject's rights**

As a data subject (someone whose personal data the University has collected), you have a number of rights. You can:

- require the University to change incorrect or incomplete data;
- object to the processing of your data where the University is relying on public interest as the legal basis for processing;
- ask the University to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the University's legitimate grounds for processing data.

Some of your rights, such as deletion of your data from the research project, may be limited, as we need to manage your data in specific ways in order for the research to be reliable and accurate. If you withdraw from the study, we will keep the information about you that we

have already obtained. To safeguard your rights, we will use the minimum amount of personal data possible.

If you would like to exercise any of these rights, please contact the University's Data Protection Officer, Rachel Page, Head of Data Compliance and Records Management, 01273 642010, [dataprotection@brighton.ac.uk](mailto:dataprotection@brighton.ac.uk)

### **The right to complain to the ICO**

If you are dissatisfied with the way the University has processed your personal data, or have any questions or concerns about your data please contact [dataprotection@brighton.ac.uk](mailto:dataprotection@brighton.ac.uk). If we are not able to resolve the issue to your satisfaction, you have the right to apply to the Information Commissioner's Office (ICO). They can be contacted at <https://ico.org.uk/>

### **Changes to this privacy notice**

We keep our privacy notices under regular review. This privacy notice was last updated in August 2024.

### **Other privacy notices**

We do our utmost to protect your privacy. Please be aware that other privacy notices exist within the university in respect of data held, including but not limited, to activities in relation to your enquiries, application, current students, alumni and use of our website. These are available on our website [Privacy notices and Record of Processing Activities \(brighton.ac.uk\)](#)