**Privacy Notice** (to be appended to the Participant Information and Informed Consent Forms) Blue text provides a guide- - researchers to remove blue text once the section has been completed with the appropriate information.

Provided as required by the UK Data Protection Act 2018 and UK General Data Protection Regulation (UK-GDPR)

Name of Research Project:

Principle Investigator/Project Contact:

|  |  |
| --- | --- |
| Data Controller | Edinburgh Napier University |
| Purposes for collection/processing | Provide a description of the purposes e.g. the aims of the project, or refer to appropriate section in the participant information. |
| Research Project Outputs | 1. Provide a description of what the outputs will include which are relevant to participants, including the use of direct quotes and whether or not they will be identifiable from the data. 2. Provide a description of what data will be made available to other researchers via research repositories. |
| Legal basis/es | Art 6(1)(e), performance of a task in the public interest/exercise of official duty vested in the Controller by Statutory Instrument No. 557 (S76) of 1993 as amended, e.g. for education and research purposes.  Please note that we are not relying on consent as a basis for processing under the GDPR, and our legal basis for processing is therefore distinct from the research ethics-related use of consent in this study.  If no special category information is collected please remove the text below. If special category personal data IS being collected then additional information for text in blue italics must be provided.  Where special category (sensitive) personal data is being processed the additional bases from Article 9 is:  Art 9(2)(j) for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes.  Proportionality and safeguards information for special category data:   1. We only use the minimum data necessary to enable us to meet the research aims and objectives 2. In order to ensure that suitable and specific measures are in place to safeguard the fundamental rights and interests of the participants the project has been through the University’s Research Governance processes which include data protection compliance checks |
| Is personal data shared with externally | [Data processors, joint controllers, software provider, etc. list all and purposes for sharing] |
| How long is the information kept for | Example template text below, please update for your specific project:  Personal data will be retained until any audit to verify the findings has been completed, after which it will be destroyed within 12 months. Consent records may be retained up to 6 years from the end of the research project. The above is subject to funder conditions, which may require personal data to be kept for a longer period. |
| Will the data be used for any automated decision making  Yes/No | |
| Is information transferred to a third country, outside the UK, EEA and not included in the adequate countries list.  Yes/No | |
| This information is provided to supplement the University’s main Privacy Notices and it is recommended that appropriate notices are reviewed to provide full information about how the University processes personal data.  You can access all the University’s privacy notices using the following link: <https://staff.napier.ac.uk/services/governance-compliance/governance/DataProtection/Pages/statement.aspx>  You have a number of rights available to you with regards to what personal data of yours is held by the University and how it is processed – to find out more about your rights, how to make a request and who to contact if you have any further queries about Data Protection please see the information online using the following URL: <https://staff.napier.ac.uk/services/governance-compliance/governance/DataProtection/Pages/default.aspx> | |