

# Research Participant privacy notice

This Notice is for people who are participating in, or have been invited to participate in, an academic research project being undertaken by BU students and/or staff. You should read this Notice alongside the participant information sheet provided to you by BU researchers.

## Questions

If you have any questions or concerns about participation in a research project and how your data will be collected and managed for the project, please contact the BU researchers using the details in the participant information sheet.

If you have any questions or concerns about the purposes and the content of this privacy notice, please contact the BU Data Protection Officer (DPO):

Email: [dpo@bournemouth.ac.uk](mailto:dpo@bournemouth.ac.uk)

Telephone: 01202 962472

Address: Poole House, Bournemouth University, Fern Barrow, Poole BH12 5BB

## Your rights as a data subject and how to exercise them

Under the data protection laws you have a number of rights in relation to our processing of your data. In summary these are:

Right to request access to your data as processed by BU and information about that

Right to rectify any inaccuracies in your data

integrity and value of academic research, although as explained above we will usually agree to withdraw your data from studies where this is possible.

If you would like to exercise any of your rights as outlined above, you can contact the DPO as above or visit the Data Protection page on our website <https://www1.bournemouth.ac.uk/about/governance/access-information/data-protection-privacy> to access the relevant forms.

We will always aim to respond clearly and fully to any concerns you have about our processing and requests to exercise the rights set out above. However, as a data subject if you have concerns about our data processing or consider that we have failed to comply with the data protection legislation then you have the right to lodge a complaint with the data protection regulator, the Information Commissioner:

Online reporting: <https://ico.org.uk/concerns/>  
Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)



Further uses of your data

We will

Appropriate security measures and access controls will be applied to identifiable data where a research project is complete and we are storing research data only for audit or verification purposes.

### Legal basis for processing your data

The law states that we can only process your personal data if the processing meets one of the conditions of processing in Article 6 GDPR. If we are processing special category data (i.e. personal data which relates to your ethnicity, sex life or sexual orientation, health or disability, biometric or genetic data, religious or philosophical beliefs, political opinions or trade union membership), our activities also have to meet one of the conditions in Article 9 GDPR. Under the data protection legislation we need to explain the legal basis for holding your data, i.e. which of these conditions apply.

In general, where we are collecting and processing your personal data for the purposes of an academic research project the following conditions apply:

Article 6.1(e) of the GDPR, i.e. our processing is necessary for the performance of a task carried out in the public interest. Research is a task that BU performs in the public interest, as part of our core function as a university;

Article 9.2(j) of the GDPR, i.e. our processing is necessary for research purposes or statistical purposes (this condition applies as long as we are applying appropriate protections to keep your data secure and safeguard your interests: these are described above).

Consent is not generally the legal basis under the data protection legislation for use of your personal information for research. This is because we can only rely on your consent as the basis for processing data if we would always be able to act on a withdrawal of consent, by removing your data from our research project and outputs. Often we would not be able to do this in the context of a research project, as this could affect the validity and integrity of the research process and/or the outputs from the research.

We do ask for your consent to your active participation in the research, and you can withdraw this consent at any time. For example, if we have asked you to take part in interviews, complete a questionnaire or undergo observation you can pull out of these activities at any point. This consent to participation in the study does not mean that we are relying on your consent as the legal basis to the on-going use of your information through the course of the project and in the research outputs. If possible, where you withdraw from participation in this way we will also withdraw your data from the research project, but this will depend on the stage we have reached in the project and how your data has been used. We will not be able to withdraw all of your data from the study if this will have an adverse impact on the integrity and validity of the research. Even if we withdraw from the study your data that has been collected or generated within the research project, we will usually need to retain copies of your data within the project governance documentation (e.g. records of consent forms and possibly some communications with you).

However you may be asked for consent for specific uses of your information as follows:

If we need to access information in your medical records for the purposes of the research, the law of confidentiality states that we can only do this with your consent. Once you have given consent, our on-