

## PART 1 – GENERIC PRIVACY NOTICE

Durham University has a responsibility under data protection legislation to provide individuals with information about how we process their personal data. We do this in a number of ways, one of which is the publication of privacy notices. Organisations variously call them a privacy statement, a fair processing notice or a privacy policy.

To ensure that we process your personal data fairly and lawfully we are required to inform you:

- Why we collect your data
- How it will be used
- Who it will be shared with

We will also explain what rights you have to control how we use your information and how to inform us about your wishes. Durham University will make the Privacy Notice available via the website and at the point we request personal data.

Our privacy notices comprise two parts – a generic part (ie common to all of our privacy notices) and a part tailored to the specific processing activity being undertaken.

### Data Controller

The Data Controller is Durham University. If you would like more information about how the University uses your personal data, please see the University's [Information Governance webpages](#) or contact Information Governance Unit:

Telephone: (0191 33) 46246 or 46103

E-mail: [information.governance@durham.ac.uk](mailto:information.governance@durham.ac.uk)

Information Governance Unit also coordinate response to individuals asserting their rights under the legislation. Please contact the Unit in the first instance.

### 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 Protection Officer:

Jennifer Sewel  
University Secretary  
Telephone: (0191 33) 46144  
E-mail: [university.secretary@durham.ac.uk](mailto:university.secretary@durham.ac.uk)

## **Your rights in relation to your personal data**

### **Privacy notices and/or consent**

You have the right to be provided with information about how and why we process your personal data. Where you have the choice to determine how your personal data will be used, we will ask you for consent. Where you do not have a choice (for example, where we have a legal obligation to process the personal data), we will provide you with a privacy notice. A privacy notice is a verbal or written statement that explains how we use personal data.

Whenever you give your consent for the processing of your personal data, you receive the right to withdraw that consent at any time. Where withdrawal of consent will have an impact on the services we are able to provide, this will be explained to you, so that you can determine whether it is the right decision for you.

### **Accessing your personal data**

You have the right to be told whether we are processing your personal data and, if so, to be given a copy of it. This is known as the right of subject access. You can find out more about this right on the University's [Subject Access Requests webpage](#).

### **Right to rectification**

If you believe that personal data we hold about you is inaccurate, please contact us and we will investigate. You can also request that we complete any incomplete data.

Once we have determined what we are going to do, we will contact you to let you know.

### **Right to erasure**

You can ask us to erase your personal data in any of the following circumstances:

- We no longer need the personal data for the purpose it was originally collected
- You withdraw your consent and there is no other legal basis for the processing
- You object to the processing and there are no overriding legitimate grounds for the processing
- The personal data have been unlawfully processed
- The personal data have to be erased for compliance with a legal obligation
- The personal data have been collected in relation to the offer of information society services (information society services are online services such as banking or social media sites).

Once we have determined whether we will erase the personal data, we will contact you to let you know.

### **Right to restriction of processing**

You can ask us to restrict the processing of your personal data in the following circumstances:

- You believe that the data is inaccurate and you want us to restrict processing until we determine whether it is indeed inaccurate
- The processing is unlawful and you want us to restrict processing rather than erase it
- We no longer need the data for the purpose we originally collected it but you need it in order to establish, exercise or defend a legal claim and
- You have objected to the processing and you want us to restrict processing until we determine whether our legitimate interests in processing the data override your objection.

Once we have determined how we propose to restrict processing of the data, we will contact you to discuss and, where possible, agree this with you.

## Retention

The University keeps personal data for as long as it is needed for the purpose for which it was originally collected. Most of these time periods are set out in the [University Records Retention Schedule](#).

## Making a complaint

If you are unsatisfied with the way in which we process your personal data, we ask that you let us know so that we can try and put things right. If we are not able to resolve issues to your satisfaction, you can refer the matter to the Information Commissioner's Office (ICO). The ICO can be contacted at:

Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF

Telephone: 0303 123 1113

Website: [Information Commissioner's Office](#)

## PART 2 – TAILORED PRIVACY NOTICE

This section of the Privacy Notice provides you with the privacy information that you need to know before you provide personal data to the University for the particular purpose(s) stated below.

### Project Title:

EPSRC Inclusion Matters.

Northern Power: Making Engineering and Physical Sciences Research a Domain for All in the North of England.

Area of project this privacy notice refers to: Registration form and evaluation baseline questionnaire

### Type(s) of personal data collected and held by the researcher and method of collection:

For the registration form, personal data and special category will be collected through an online survey. This will include: name; email address; information about your current employment, your current career stage and your development opportunities and career to date; why you wish to be involved with the project (for which you may choose to include personal information and special category data such as information about your ethnicity, gender, sexual orientation or disability).

For the evaluation baseline part of the questionnaire, personal data and special category will be collected through an online survey. This will include the information from the registration form (see above) as well as more detailed information about your current employment, your current career stage and your development opportunities and career to date; your age category, special category information about your ethnicity, gender, gender identity, sexual orientation, disability and religion.

### Lawful Basis

The legal basis for processing personal data for this research project is Article 6(1)(e) Public Task of the GDPR.

The legal basis for processing special category data for this research project is Public Task from Article 6 of the GDPR and Article 9(2)(j).

For further information see

<https://durham.ac.uk/research.innovation/governance/ethics/governance/dp/legalbasis/>

### **How personal data is stored:**

Personal and special category information from the Registration form will be stored on encrypted servers and survey software approved by Durham University and is strictly confidential. Data will be pseudoanonymised through the removal of name and email addresses before being sent to a Participant Allocation Panel, who will allocate participants to activities. Following allocation to activities by the Participant Allocation Panel, access to the full set of personal and special category data will be restricted to only the Evaluation Research Team and the activity coordination teams for any activities that participants are allocated to.

Hard copies of pseudoanonymised data may be used by the Participation Allocation Panel. These documents will not be left unattended, will be stored in a locked cupboard when not in use and will be destroyed once the Participation Allocation Panel is completed.

Personal and special category data from the evaluation baseline questionnaire will be stored on encrypted servers approved by Durham University and is strictly confidential, with access for only the evaluation research team.

Should hard copies of the registration form and evaluation baseline questionnaire be completed by participants, these will be entered into the online survey software by the evaluation research team, quality assured for accuracy and then the hard copy securely destroyed. Hard copies will not be left unattended, will be stored in a locked cupboard when not in use.

### **How personal data is processed:**

Personal and special category data is being collected in the registration form in order to assess eligibility for participation in the project and to allocate eligible participants to activities. The information will be scored against pre-specified criteria to ensure fair allocation of participants to activities. We will use your email address to contact you during the project and to inform you of the outcome of the Participant Allocation Panel.

Personal and special category data collected in the evaluation baseline questionnaire will be analysed together with data from other participants in the project to investigate the effect of the Inclusion Matters Northern Power project. The analysis will be used to write an end of project evaluation report and other academic publications. No individual participant will be identified in any report or publication. We will use your email address to contact you during the project to request your participation in evaluation activities.

Data will be downloaded from the online survey software into statistical analysis software for analysis by the evaluation research team. Data from the evaluation baseline questionnaire will be matched with other evaluation data collected throughout the project (including which activities participants have undertaken). This is to enable a detailed evaluation of the impact of different elements of the project.

Once the evaluation data has been matched across all timepoints on the project, the data will be pseudo-anonymised to remove participant names, with a key stored in a separate location (by the evaluation team) being retained until 10 years after the end date of the project. Due to

the small numbers of participants in some underrepresented groups, it will not be possible to completely anonymise the data set.

At the end of the project, in line with requirements data will be uploaded into an EPSRC approved archive with no public access and available on request only.

#### Withdrawal of data

You can request withdrawal of your data at any point during the project until it has been fully anonymised. Once this has happened it will not be possible to identify you from any of the data we hold.

#### **Who personal data will be shared with:**

Personal and special category data from the registration form will be shared with the activity coordination teams, which consists of researchers from the institutions specified below. This is necessary in order to deliver the activities within the project.

<b>Activity</b>	<b>Institution at which the activity coordination team is based</b>
Shared characteristic and/or interest mentoring	University of Leeds
Reciprocal mentoring	Durham University
Online platform	University of Leeds
Leadership development workshop	Newcastle University
Networking for career development	Newcastle University
University Industry Partnership activities	Northumbria University

Personal and special category data from the evaluation activities within the project (including the baseline questionnaire) will be shared between researchers at Durham University and Northumbria University who form the evaluation research team. This is necessary in order to conduct the project's data analyses and write the research report and any future academic publications.

At the end of the project, in line with requirements data will be uploaded into an EPSRC approved archive with no public access and available on request only.

No individual participant will be identified in any report or publication.  
No identifiable data will be transferred outside the UK/EU.

#### **How long personal data is held:**

All research data and records needed to validate the research findings will be stored for 10 years after the end of the project.

#### **How to object to the processing of your personal data for this project:**

If you have any concerns regarding the processing of your personal data, or you wish to withdraw your data from the project, contact [inclusion.matters@durham.ac.uk](mailto:inclusion.matters@durham.ac.uk).

#### **Further information:**

For queries about the project please contact the project manager, Julie Wilson, by email at [inclusion.matters@durham.ac.uk](mailto:inclusion.matters@durham.ac.uk)