

PRIVACY NOTICE

Relating to Research Activities of the Countryside and Community Research Institute (CCRI)

This Privacy Notice applies to data collected as part of our research and consultancy activities and is focused on the personal data of the research subjects / participants.

1. Identity and contact details of the Data Controller

The University of Gloucestershire is registered with the Information Commissioner's Office as a Data Controller and is committed to protecting the rights of individuals in line with Data Protection legislation. A copy of this registration can be found [here](#).

2. Contact details of the 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 at:

Data Protection Officer
University of Gloucestershire
Registrar's Directorate
Fullwood House
The Park
Cheltenham, GL50 2RH
Email: dpo@glos.ac.uk

3. What information do we collect about you?

We may collect the following information about you:

- Your name, the organisation that you represent, your job title or role.
- Contact details such as email, telephone number, postal address including postcode, social media profile address.
- Information about you and how you live your life, including: age / date of birth, gender, sexuality, disability, education, your business / employment.
- Information that you tell us through interviews, surveys, workshops or other means.

The requirements for data collection can vary significantly from one piece of research to another, and cannot always be forecast early on, so may extend beyond the categories listed above, in keeping with the requirements of the research.

4. How will your information be used?

We collect and process this data for the following purposes:

- For project management operations including administration, record keeping, reporting and audit

- For the effective delivery of commitments that we have made to our funder or partner organisations, under a contract or similar agreement, or as part of internal research projects or programmes.
- To understand and record the impact of our work.

5. What is our lawful basis for processing your personal data?

The legal basis for processing the personal data will fall in to one of two categories.

Contract: This will apply where a funder has provided to us those details about you that we need to have to enable us to carry out the work that they have asked us to do. An example of this is where a business has subscribed to a programme of government funding for which we have a contract to carry out monitoring and evaluation, and which we could not effectively do without processing the information about those businesses or their agents.

Consent: Consent is normally sought by our researchers as a normal part of an ethical research process, and this active and informed consent will be recorded as part of the administration of the project to which it relates, and will enable us to process your information for the purposes specified in the consent process.

6. Who receives your information?

Your data will be available to members of staff of the University of Gloucestershire, managed by staff of the CCRI. Where it is necessary to do so, we may share your information with other individuals or organisations with whom we are working, under a contract or similar agreement. When doing so, data about you will retain the same protections as when in our possession, and would normally be anonymised prior to sharing.

7. Transfers to third countries / international organisations and safeguards in place

Where it is necessary to do so, we may share your information with other individuals or organisations outside of the EU, with whom we are working under a contract or similar agreement. When doing so, data about you will retain the same protections as when in our possession, and would normally be anonymised prior to sharing.

8. How long will your information be held?

Your data will be retained for as long as there remains a legal basis under which it can be retained (see item 6) and there is a genuine need to do so e.g. on-going research, a contractual requirement, or as audit records, with seven (7) full financial years after the completion of the project being standard; or that you request that it is erased (see item 9).

9. What are your Rights?

Under Data Protection Legislation you have the following rights:

- to request access to, and copies of, the personal data that we hold about you;
- to request that we cease processing your personal data;
- to request that we do not send you any marketing communications;
- to request us to correct the personal data we hold about you if it is incorrect;
- to request that we erase your personal data;

- to request that we restrict our data processing activities (and, where our processing is based on your consent, you may withdraw that consent, without affecting the lawfulness of our processing based on consent before its withdrawal);
- to receive from us the personal data you have provided to us, in a reasonable format specified by you, to another data controller;
- to object, on grounds relating to your particular situation, to any of our particular processing activities where you feel this has a disproportionate impact on your rights and freedoms.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

Any requests or objections should be made in writing to the University's Data Protection Officer using the contact details in Section 2 of this Privacy Notice.

10. How to make a complaint

If you are unhappy with the way in which your personal data has been processed you may in the first instance contact the University's Data Protection Officer using the contact details in Section 2 of this Privacy Notice.

If you still remain dissatisfied, then you have the right to apply directly to the Information Commissioner's Office (ICO) for a decision. The ICO can be contacted at:

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

Telephone: 0303 123 1113

Website: www.ico.org.uk