

## **Psychology Research Privacy Notice**

As part of allowing University of Brighton psychology dissertation students and staff to conduct and participate in psychology research, and for members of public to also participate in that research, the University of Brighton collects and processes personal data for the purposes of identifying people on the system, communicating with them, and tracking participation. Data is also recorded in online surveys. 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 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 Protection Officer: Rachel Page, Head of Data Compliance and Records Management, 01273 642010, [dataprotection@brighton.ac.uk](mailto:dataprotection@brighton.ac.uk)

### **What information does the University Collect for these purposes?**

You will be asked to provide the following information:

- If you are a psychology student, your name, email address and university ID will be uploaded to the SONA system to enable you to participate in studies and record the number of research credits you have, as well as to enable you to recruit to your final year dissertation. In your final year you will be asked for your supervisor's name;
- If you are a member of the public you will need to provide your name and email address to identify you on the system;
- If you are participating in a psychology dissertation which collects data via an online survey, you will be asked to enter any information you consent to provide for the purpose of participating in the survey;

You will be asked to provide your name, email address and university ID if you are a student to identify you on the psychology participant pool system (SONA) and also if you are a researcher who wishes to use the Qualtrics system to run a survey.

### **Why do we collect your data?**

We take your contact details to identify you on the systems, to allow the systems to contact you, arrange appointments, to log participation and to award credits to students for participating in studies. Surveys are created by dissertation students to obtain information for their dissertations – surveys are only released when they have

received approval from the School of Applied Social Sciences ethics process. None of these details are processed without your consent.

The University has a legitimate interest in processing personal data during recruitment and participation in psychology studies for keeping records of the process and allowing anonymous communication to occur between researchers and participants.

Where the University relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

Where the University processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for dissertation data collection purposes only. The systems contain robust built in safeguards to ensure that researchers are unable to identify who provided which information.

The University will not use your data for any purpose other than conducting and participating in psychology research.

### **How your data is held**

Your personal data is held within the SONA and Qualtrics systems. These are external systems contracted by the University to provide recruitment and survey services respectively.

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

Your information is used within the systems to organise participation in dissertation research. Psychology technicians administer the systems and access the data for the purposes of tracking participation credits.

The University, Qualtrics or SONA will not share your data with third parties.

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

The University takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

### **Where is your data held?**

Your personal data is held within the SONA and Qualtrics systems. These are external systems contracted by the University to provide recruitment and survey services respectively.

All data relating to participation in psychology research is held within the EEA and will not be transferred outside of the EEA.

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

We will retain your data until the end of the academic year in which you provided it, or in the case of participation data, until the researcher has completed their dissertation.

## **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.

## **Data subject's rights (access, rectification, erasure, restriction of processing, objection to procession, right to data portability)**

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request, see <https://www.brighton.ac.uk/foi/requesting-information/index.aspx>
- require the University to change incorrect or incomplete data;
- require the University to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the University is relying on its legitimate interests as the legal ground for processing; and
- 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.

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)

## **Whether providing personal data is a statutory or contractual requirement and the consequences for failing to provide the data**

- Students – we are processing your data as part of your student contract – the systems enable you to earn participation credits and facilitate your final year recruitment of human participants which you will need to have done to register with the British Psychological Society.
- Members of the public – There is no statutory or contractual requirement to provide your personal data to us, we are processing it with your consent.

**The existence of automated decision making, including profiling, information about the logic involved, including the significance and the envisaged consequences of such processing for the data subject**

We will not use your personal data for automated decision making / or profiling about you as an individual.

**The right to complain to the ICO**

If you are unsatisfied 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/>

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