

Data Protection Privacy Notice

This 'local' privacy notice sets out the information that applies to this particular study. Further information on how UCL uses participant information can be found in our 'general' privacy notice: For participants in research studies, click [here](#) or visit www.ucl.ac.uk/legal-services/privacy/ucl-general-research-participant-privacy-notice

The information that is required to be provided to participants under data protection legislation (GDPR and DPA 2018) is provided across both the 'local' and 'general' privacy notices.

The data controller for this project will be University College London (UCL). The UCL Data Protection Office provides oversight of UCL activities involving the processing of personal data, and can be contacted at data-protection@ucl.ac.uk. UCL's Data Protection Officer can also be contacted at data-protection@ucl.ac.uk.

Your personal data will be processed for the purposes outlined in this notice. The legal basis that would be used to process your *personal data* will be the performance of a task in the public interest. The legal basis used to process *special category personal data* will be for scientific and historical research or statistical purposes/explicit consent.

The personal data to be processed are: your name and email address. You do not have to provide this information and can leave the relevant questions blank.

For research purposes, your name and email address will be processed and stored in an encrypted document (separate to your survey responses) for up to 10 years. This is because you may choose to participate in a number of the Centre's courses over a period of several years. At any time during this period, you can request that details of your name, email address and/or your research data are destroyed. We will endeavour to minimise the processing of personal data wherever possible.

You have certain rights under data protection legislation in relation to the personal information that we hold about you. These rights apply only in particular circumstances and are subject to certain exemptions such as public interest (for example the prevention of crime). They include:

- The right to access your personal information;
- The right to rectification of your personal information;
- The right to erasure of your personal data;
- The right to restrict or object to the processing of your personal data;
- The right to object to the use of your data for direct marketing purposes;
- The right to data portability;
- Where the justification for processing is based on your consent, the right to withdraw such consent at any time; and
- The right to complain to the Information Commissioner's Office (ICO) about the use of your personal data.

If you are concerned about how your personal data is being processed, or if you would like to contact us about your rights, please contact UCL in the first instance at data-protection@ucl.ac.uk.

If you remain unsatisfied, you may wish to contact the ICO. Contact details, and further details of data subject rights, are available on the ICO website at: <https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/>