

# Research Participant Privacy Notice

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### A. Purpose

This Notice explains how and why the University uses personal data for research; what individual rights are afforded under the Data Protection Act 2018 (DPA) and who to contact with any queries or concerns.

All research projects are different. This information is intended to supplement the specific information you will have been provided with when asked to participate in one of our research projects. The project specific information will provide details on how and why we will process your personal data, who will have access to it, any automated decision-making that affects you and for how long we will retain your personal data.

### B. Why do we process personal data?

As a publicly funded organisation we undertake research which is in the public interest. The DPA 2018 requires us to have a legal basis for this processing; we rely upon “the performance of a task carried out in the public interest” as our lawful basis for processing personal data, and on “archiving in the public interest, scientific or historical research purposes, or statistical purposes” as our additional lawful basis for processing special category personal data (that which reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic or biometric data, and data concerning health, sex life or sexual orientation).

### C. How do we follow data protection principles?

- We seek consent from research participants as the lawful bases for processing personal and special category data.
- Data are used fairly and transparently; we will make it clear to individuals what their data will be used for, how it will be handled and what their rights are.
- We only collect and use personal data for our research, for research in the public interest, or to support the work of our organisation.

- Through our Ethics Approval process we ensure that researchers only collect the minimum amount of relevant personal data which we need for our purposes.
- We take steps to ensure that the personal data we hold is accurate.
- We keep your personal data in an identifiable format for the minimum time required.
- We take steps to ensure that your data is held securely.
- We keep a record of our processing activities through the Research Ethics and Integrity committee and by annual audit.

#### **D. What do we do with personal data?**

The project specific information will include more detail about how your data will be used.

Research data can be a very valuable resource for improving public services and our understanding of the societies we live in. One way we can get the most benefit from this work is to make the results of the research data, available, usually when the research has finished, to other researchers. Sometimes these researchers will be based outside the European Union. We will only ever share research outcomes with organisations that can guarantee to store it securely. The data shared will never be used for identifying individuals.

#### **E. Your rights as a data subject**

Because we use personal data to support research on the public interest, individuals participating in research do not have the same rights regarding their personal data as they would in other situations. This means that the following rights are limited for individuals who participate, or have participated in, a research project:

- The right to access the data we hold about you.
- The right to rectify the data we hold about you.
- The right to have the data we hold about you erased.
- The right to restrict how we process your data.
- The right to data portability.
- The right to object to us processing the data we hold about you.

The project specific information will provide further details on how these rights are affected.

#### **F. Data security**

We have put in place security measures through ethical review to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

#### **G. Retention periods**

The retention period would have been stated in the participant information sheet prior to your consent. We will only retain your identifiable personal information for as long as necessary to fulfil the purposes we collected it for; we may then retain your data in anonymised or pseudonymised format.

To determine the appropriate retention period for personal data we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

## **H. Additional notices and guidance/ policies**

The University has also published separate policies and guidance which may be applicable to you in addition to other privacy notices:

[Current staff privacy notice](#)

[Current student privacy notice](#)

[Data Protection Policy](#)

## **I. Communication**

In the first instance please contact the researcher with whom you were first in contact with. You may also contact the Information Governance and Data Protection Officer for further information (see contact details below).

Please see the [Information Commissioner's website](#) for further information on the law.

You have a right to complain to the Information Commissioner's Office (ICO) about the way in which we process your personal data (see [ICO's website](#)). Our data controller registration number with the Information Commissioner's Office is Z4817023.

## **J. Concerns and contact details**

If you have any concerns with regard to the way your personal data is being processed or have a query with regard to this Notice, please contact the University's Data Protection Officer at [dataprotection@leedstrinity.ac.uk](mailto:dataprotection@leedstrinity.ac.uk) or write to

Data Protection Officer  
Leeds Trinity University  
Horsforth  
Leeds  
LS18 5HD

Should you be dissatisfied with our handling of your concerns, you have the right to complain to the Information Commissioner at <https://ico.org.uk/concerns/handling>.

## **K. Evaluation and review**

This policy will be formally reviewed every year by the Data Protection Officer and the relevant department(s) within the University. In addition, the effectiveness of this Policy will be monitored as necessary on an on-going basis to ensure it is compliant with relevant legislation.

This policy was last updated in May 2025.