

## **PRIVACY NOTICE FOR ALL DATA PROCESSING ACTIVITIES**

### **RESEARCH PARTICIPANTS (NON MEDICAL PROJECTS)**

#### **Data Collection and Privacy Notice**

Aston University (“the University”) processes personal data as a “Data Controller” as defined in the Data Protection Act 2018 (“the DPA”) and the General Data Protection Regulation (Regulation (EU) 2016/679) (“the GDPR”). This notice relates to information about you which will be collected by the University and processed as described below. This notice may be updated at any time. The most up to date version can be found at [www.aston.ac.uk/dataprotection](http://www.aston.ac.uk/dataprotection).

Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR).

#### **What we collect**

The personal data which we process includes personal details about you such as your name, address and date of birth and your contact details. It also includes details about projects that you have participated in and whether you have expressed an interest in participating in future research. We collect payment information if we have agreed to reimburse your expenses.

We may process Information about your health, disability status, sexual orientation, gender reassignment, ethnicity or religion, if you have provided this or if we become aware of it during the course of your participation in the research project. This is classed as “Special Category Data” under the DPA and the GDPR.

If you visit the University we may also process still and video images of you on our CCTV system. These will be used for security purposes only.

#### **Your rights**

Under the DPA and the GDPR you have certain rights over how your data is processed, including the right to know what information is processed about you and how it is processed.

You have the right of access to your personal information. You also have additional rights i.e. the right to rectify inaccurate information; restrict processing; and object to processing. These rights are limited in certain circumstances by the GDPR, and may be limited further by future UK legislation where data is only processed for research or statistical purposes.

#### **Automated decision-making**

The University will not use your personal data to make automated decisions about you. “Automated decisions” are defined as decisions made without human intervention.

#### **Data transfers to other countries**

Your personal data may be transferred to countries outside the European Union for the purposes described above. Your personal data will only be transferred to countries whose data protection laws have been assessed as adequate by the European Commission, or where adequate safeguards are in place to protect your personal data.

## How we process your data

The University will process your personal data for the following purposes.

### **Purpose 1 – To register you as a participant in a research project**

We will process your personal data in order to register you as a participant and to manage your participation in the project. This may include processing of Special Category Data, which includes details about your health. If we have agreed to make any payments to you or to reimburse your expenses, we will also collect your payment information.

We will use the information that we discover as a result of your participation in the project for statistical and research purposes.

### **Legal basis for processing your information for Purpose 1**

The University's Charter (<https://www2.aston.ac.uk/EasySiteWeb/Charter-20151151.pdf>) confirms that the University's objects include the advancement of learning and knowledge by means of teaching and research, and we will therefore process your personal data for Purpose 1 on the grounds that it is necessary for the performance of a task carried out in the public interest (GDPR Article 6(1)(e)). Your Special Category Data will be processed on the grounds that the processing is necessary for statistical or research purposes (GDPR Article 9(2)(j)).

**This privacy notice must be read in conjunction with the Participant Information Sheet for the project.**

**Purpose 2 – To invite you to participate in future projects and to keep you updated on our research projects**

We may wish to invite you to participate in future research projects. We will only do this where we think you may be a suitable participant for the new project, based on information which we already hold from our past dealings with you. We will only contact you for this purpose if you give us your explicit consent.

We may also sometimes wish to provide information on research projects that you have already participated in, including news relating to broader research programmes. This may include bulletins that will be sent by email or post.

**Legal basis for processing your information for Purpose 2**

We will process your personal data for Purpose 2 on the grounds of your consent (GDPR Article 6(1)(a)). You have the right to withdraw your consent at any time. Please indicate whether you agree to this type of processing by ticking one of the boxes below.

**Consent**

I consent to my personal data, including my personal email address, being processed for the purposes of inviting me to participate in future research projects. I understand that I may opt out of receiving these invitations at any time.

**Yes/No**

I consent to my personal data, including my personal email address, being processed for the purposes of receiving information on University research projects by post and by email. I understand that I may opt out of receiving these communications at any time.

**Yes/No**

**Purpose 3 – Security**

Your safety and security is very important to the University. If you attend the University's premises, we may therefore process your personal data, including images captured by CCTV, to ensure the safety and security of you and your possessions, and to secure the University's campus. In certain circumstances we may also use body-worn video cameras. The use of CCTV on our premises is governed by Aston University's CCTV Code of Practice which can be found at <https://www2.aston.ac.uk/about/security/cctv>.

**Legal basis for processing your information for Purpose 3**

We will process your personal data for Purpose 3 on the grounds of our legitimate interest (GDPR Article 6(1)(f)).