**General Data Protection Regulation Guidance**

The purpose of this information sheet is to explain how your data will be used and protected, in line with GDPR.

**On what basis will you process my data?**

Under the General Data Protection Regulation (GDPR), the University has to identify a legal basis for processing personal data and, where appropriate, an additional condition for processing special category data.

In line with our charter which states that we advance learning and knowledge by teaching and research, the University processes personal data for research purposes under Article 6 (1) (e) of the GDPR:

*Processing is necessary for the performance of a task carried out in the public interest*

Special category data is processed under Article 9 (2) (j):

*Processing is necessary for archiving purposes in the public interest, or scientific and historical research purposes or statistical purposes*

Research will only be undertaken where ethical approval has been obtained, where there is a clear public interest and where appropriate safeguards have been put in place to protect data.

In line with ethical expectations and in order to comply with common law duty of confidentiality, we will seek your consent to participate where appropriate. This consent will not, however, be our legal basis for processing your data under the GDPR.

**How will you use my data?**

Data will be processed for the purposes outlined in this notice and in the main information sheet.

**Will you share my data with 3rd parties?**

Anonymised data may be reused by the research team or other third parties for secondary research purposes, but only with your permission. You can choose whether or not to agree to this when completing the consent form prior to the start of the interview.

**How will you keep my data secure?**

The University will put in place appropriate technical and organisational measures to protect your personal data and/or special category data. For the purposes of this project, the data collected will be anonymised; names and names of teams will not be included in published research. Audio recordings taken for the purpose of research will be stored as encrypted files on the University of York secure fileserver, and transcripts of recordings will be anonymised.

Information will be treated confidentiality and shared on a need-to-know basis only. The University is committed to the principle of data protection by design and default and will collect the minimum amount of data necessary for the project. In addition, we will anonymise or pseudonymise data wherever possible.

**Will you transfer my data internationally?**

Possibly. The University’s cloud storage solution is provided by Google which means that data can be located at any of Google’s globally spread data centres. The University has data protection compliant arrangements in place with this provider. For further information see,<https://www.york.ac.uk/it-services/google/policy/privacy/>.

**Will I be identified in any research outputs?**

No identifiable data will be shared in any research outputs.

**How long will you keep my data?**

Data will be retained in line with legal requirements or where there is a business need. Retention timeframes will be determined in line with the University’s Records Retention Schedule.   Anonymised transcripts will be kept for ten years from the end of the study; consent forms will be kept for three years from the end of the study.

**What rights do I have in relation to my data?**

Under the GDPR, you have a general right of access to your data, a right to rectification, erasure, restriction, objection or portability. For this study you have a right to withdrawal up to one month following the date of your interview; after this time the data will have been anonymously analysed and thus would be difficult to separate out from the rest of the analysis. Please note, not all rights apply where data is processed purely for research purposes. For further information see, <https://www.york.ac.uk/records-management/generaldataprotectionregulation/individualsrights/>.

**Questions or concerns**

If you have any questions about this participant information sheet or concerns about how your data is being processed, please contact Maddie Tait (mmt511@york.ac.uk or 07966168862) or the academic supervisor Dr Nicola Moran (Nicola.moran@york.ac.uk) in the first instance. If you are still dissatisfied, please contact the University’s Acting Data Protection Officer at dataprotection@york.ac.uk.

**Right to complain**

If you are unhappy with the way in which the University has handled your personal data, you have a right to complain to the Information Commissioner’s Office. For information on reporting a concern to the Information Commissioner’s Office, see [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns).