



**YOUR PERSONAL DATA:
INFORMATION FOR PARTICIPANTS IN
ACADEMIC RESEARCH PROJECTS**

necessary for research in the public interest, or where we have your explicit consent. Sensitive data may include:

- Racial or ethnic origin;
- Trades union membership;
- Religious or other similar beliefs;
- Physical or mental health details;
- Sexual life;
- Offences and alleged offences;
- Criminal proceedings, outcomes and sentences.

We collect personal information in a variety of ways. For example, data might be collected via surveys or questionnaires, through interviews or focus groups, or by taking photographs, audio or video recordings. For each individual research project, you will be provided with a Participant Information Sheet, which explains in more detail the kind of information that will be collected, how this will be done and the purpose of the research.

WHY WE COLLECT YOUR INFORMATION

HWU will only collect the information that is necessary to undertake each specific research project.

What's our legal basis?

If you have agreed to participate in a research project, [Heriot-Watt University's Charter and Statutes](#) give us the legal authority to process your personal data to undertake academic research, where this is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the University as Data Controller;

For most research we process data where it is necessary for scientific or historical research purposes or statistical purposes; or where it is necessary for archiving purposes in the public interest.

For some research projects we rely on the continued consent of participants to process their data. We make this clear in the participant information that you receive when you agree to take part. In these cases you can withdraw your consent and ask us to stop processing your data at any time.

WHEN DO WE COLLECT YOUR DATA

We collect data about you as part of a research study. We und0 Tdēf(und)10 (0 Td2 0.48 13.8 ref5

census data, health service patient data, information about charity service users, anonymized profiles of business customers.

WHO YOUR INFORMATION MAY BE SHARED WITH AND WHY

Your data will be accessed by members of the research team (including supervisors of student projects) on a strictly need to see basis.

We will not publish any information that could identify you that is not already in the public domain without your prior consent.

We may share your personal data with others only where we have your consent or where one of the following conditions are met.

- If the disclosure is required by law
- If it is necessary for a project funder to have access to the data e.g. at the end of a project where the funder is the Data Controller
- If the conditions of funding require us to make research data available to other academic researchers for reuse. In this case we would pseudonymise the data if it is not possible to anonymise it completely

We may also appoint people and organisations to work for us and contract with them to act as data processors on our behalf. Examples include transcribers and translators. The Participant Information Sheet will explain if and why we need to share the data or appoint a data processor, if this is applicable to a project.

HOW LONG WE KEEP YOUR PERSONAL DATA

We keep data only for as long as it is required to perform its purpose, or for as long as is required by law. At the end of the retention period your data will be securely deleted or anonymized so that it is no longer personal data.

We may keep some research data for reuse for scientific or historical research purposes or statistical purposes. We may also keep some research data permanently, where this is necessary for archiving purposes in the public interest.

We will take all necessary safeguards to protect your privacy including pseudonymisation or not allowing other people to see personally identifiable information in your lifetime.

The Participation Information Sheet will outline the length of time that we will retain your personal data. More information is on our [website](#)

INTERNATIONAL DATA TRANSFERS

Where we have appropriate safeguards in place to protect your data and privacy rights, some of the personal information we process about you may be transferred to, and stored at, a destination outside the European Economic Area (EEA). For example where

- it is processed by staff operating outside the EEA who work at our campuses in Dubai or Malaysia,
- we undertake research fieldwork globally

- one of our research collaborators and partners does research with us,
- where personal data is processed under contract by one of our suppliers who is based outside the EEA or uses storage facilities outside the EEA.

YOUR RIGHTS