# Appendix C: data protection for information sheets

**To be added to all participant information sheets. Please note, if you are providing this information to children, or individuals that may need more simple terms to help them understand this information please amend to suit your audience. If you need advice please contact imps@reading.ac.uk**

The organisation responsible for protection of your personal information is the University of Reading (the Data Controller). Queries regarding data protection and your rights should be directed to the University Data Protection Officer at [imps@reading.ac.uk](mailto:imps@reading.ac.uk), or in writing to: University of Reading, Information Management & Policy Services, Whiteknights House, Pepper Lane, Whiteknights, Reading , RG6 6UR, UK.

The University of Reading collects, analyses, uses, shares and retains personal data for the purposes of research in the public interest. Under data protection law we are required to inform you that this use of the personal data we may hold about you is on the lawful basis of being a public task in the public interest and where it is necessary for scientific or historical research purposes. If you withdraw from a research study, which processes your personal data, dependant on the stage of withdrawal, we may still rely on this lawful basis to continue using your data if your withdrawal would be of significant detriment to the research study aims. We will always have in place appropriate safeguards to protect your personal data.

If we have included any additional requests for use of your data, for example adding you to a registration list for the purposes of inviting you to take part in future studies, this will be done only with your consent where you have provided it to us and should you wish to be removed from the register at a later date, you should contact……………………………………………..

You have certain rights under data protection law which are:

* Withdraw your consent, for example if you opted in to be added to a participant register
* Access your personal data or ask for a copy
* Rectify inaccuracies in personal data that we hold about you
* Be forgotten, that is your details to be removed from systems that we use to process your personal data
* Restrict uses of your data
* Object to uses of your data, for example retention after you have withdrawn from a study

Some restrictions apply to the above rights where data is collected and used for research purposes.

You can find out more about your rights on the website of the Information Commissioners Office (ICO) at https://ico.org.uk

You also have a right to complain the ICO if you are unhappy with how your data has been handled. Please contact the University Data Protection Officer in the first instance.

**Below information to be added unless covered in other areas of the Information Sheet (see guidance for what needs to be included)**

The purposes of the use of personal data (what the study is for)

The categories of personal data that are not obtained directly from the participant (if applicable)

The recipients or categories of recipients of the personal data (to include third parties the data may be shared with, for example, other researcher at HEI’s, organisation or job role)

The details of transfers of the personal data to any countries outside the EU including international organisations (if applicable).

The retention periods for the personal data.

The details of the existence of automated decision-making, including profiling (if applicable – more information on whether this would apply to your study can be found here: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/rights-related-to-automated-decision-making-including-profiling/>