

## **PART 1 – GENERIC PRIVACY NOTICE**

Durham University's responsibilities under data protection legislation include the duty to ensure that we provide individuals with information about how we process personal data. We do this in a number of ways, one of which is the publication of privacy notices. Our privacy notices comprise two parts – a generic part and a part tailored to the specific processing activity being undertaken.

### **Data Controller**

The Data Controller is Durham University. If you would like more information about how the University uses your personal data, please see the University's Information Governance webpages or contact: Information Governance Unit, telephone: (0191 33) 46246 or 46103, e-mail: [info.access@durham.ac.uk](mailto:info.access@durham.ac.uk)

### **Data Protection Officer**

The Data Protection Officer is responsible for advising the University on compliance with Data Protection legislation and monitoring its performance against it. If you have any concerns regarding the way in which the University is processing your personal data, please contact the Data Protection Officer: Jennifer Sewel, University Secretary, telephone: (0191 33) 46144, e-mail: [jennifer.sewel@durham.ac.uk](mailto:jennifer.sewel@durham.ac.uk)

### **Retention**

The University keeps personal data for as long as it is needed for the purpose for which it was originally collected. Most of these time periods are set out in the University Records Retention Schedule.

### **Your rights in relation to your personal data**

#### **Privacy notices and/or consent**

You have the right to be provided with information about how and why we process your personal data. Where you have the choice to determine how your personal data will be used, we will ask you for consent. Where you do not have a choice (for example, where we have a legal obligation to process the personal data), we will provide you with a privacy notice. A privacy notice is a verbal or written statement that explains how we use personal data.

Whenever you give your consent for the processing of your personal data, you receive the right to withdraw that consent at any time. Where withdrawal of consent will have an impact on the services we are able to provide, this will be explained to you, so that you can determine whether it is the right decision for you.

#### **Accessing your personal data**

You have the right to be told whether we are processing your personal data and, if so, to be given a copy of it. This is known as the right of subject access. You can find out more about this right on the University's Subject Access Requests webpage.

#### **Right to rectification**

If you believe that personal data we hold about you is inaccurate, please contact us and we will investigate. You can also request that we complete any incomplete data. Once we have determined what we are going to do, we will contact you to let you know.

#### **Right to erasure**

You can ask us to erase your personal data in any of the following circumstances:

- We no longer need the personal data for the purpose it was originally collected

- You withdraw your consent and there is no other legal basis for the processing
- You object to the processing and there are no overriding legitimate grounds for the processing
- The personal data have been unlawfully processed
- The personal data have to be erased for compliance with a legal obligation
- The personal data have been collected in relation to the offer of information society services (information society services are online services such as banking or social media sites).

Once we have determined whether we will erase the personal data, we will contact you to let you know.

### **Right to restriction of processing**

You can ask us to restrict the processing of your personal data in the following circumstances:

- You believe that the data is inaccurate and you want us to restrict processing until we determine whether it is indeed inaccurate
- The processing is unlawful and you want us to restrict processing rather than erase it
- We no longer need the data for the purpose we originally collected it but you need it in order to establish, exercise or defend a legal claim and
- You have objected to the processing and you want us to restrict processing until we determine whether our legitimate interests in processing the data override your objection.

Once we have determined how we propose to restrict processing of the data, we will contact you to discuss and, where possible, agree this with you.

### **Making a complaint**

If you are unsatisfied with the way in which we process your personal data, we ask that you let us know so that we can try and put things right. If we are not able to resolve issues to your satisfaction, you can refer the matter to the Information Commissioner's Office (ICO). The ICO can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, telephone: 0303 123 1113, website: Information Commissioner's Office

## **PART 2 – TAILORED PRIVACY NOTICE**

This section of the Privacy Notice provides you with the privacy information that you need to know before you provide personal data to the University for the particular purpose(s) stated below.

### **Type(s) of personal data collected and method of collection:**

We will collect personal data through the volunteer form including your contact details, and your child's name, date of birth and information you provide regarding their limb difference.

### **How personal data is stored:**

All data will be held securely in electronic format. These files will be stored on a password protected computer and secure backup sites.

### **How personal data is processed:**

The personal data that we collect through the volunteer form will be used to confirm your child's age and which studies they have previously participated in. We will use this to determine when it is appropriate to contact you about upcoming studies.

### **Who personal data is shared with:**

Personal data will remain confidential to the research team, this may include colleagues on the project working at University College London.

**How long personal data is held:**

We will hold this data until your child turns 18, after which it will be deleted. You can request withdrawal of your data from our database at any time.

**How to object to the processing your personal data:**

If you have any concerns regarding the processing of your personal data, or you wish to withdraw your personal data from the project, contact Dr Dorothy Cowie, [boldkids@durham.ac.uk](mailto:boldkids@durham.ac.uk)

**Further information:**

Contact Dr Dorothy Cowie by email: [boldkids@durham.ac.uk](mailto:boldkids@durham.ac.uk), telephone: 0191 3343270, or post, Psychology Department, Durham University, Science Laboratories, South Road , DURHAM, DH1 3LE