

DATA PRIVACY NOTICE

1. Introduction

Queen's University Belfast has commissioned The Careers Research & Advisory Centre (CRAC) to deliver research consultancy to understand the broader research culture in Northern Ireland and to deliver a landscape analysis and benchmark data that covers the entire regional research ecosystem. For the purpose of this research consultancy, Queen's University Belfast is the data controller in respect of the personal data collected within the scope of this privacy notice. Information about Queen's University Belfast's approach can be found here [Data Protection Policy](#).

CRAC is acting as data processor (as defined in data protection legislation) and the Institute for RSM UK Management Limited (RSM) a sub-processor to support CRAC in conducting research activities and data analysis.

2. Uses of your information

This is a mixed-methods research consultancy involving a number of interviews, focus groups and surveys with key stakeholders in NI research ecosystem and members of the NI research community. Findings from interviews, focus groups and surveys will be summarised in a report that we (CRAC and RSM) will write. Its purpose is to provide insights into the diversity of organisations and individuals that comprise the R&I community, the distinct contributions the organisations and individuals make to R&I outcomes, their experiences of the current research ecosystem and culture, current levels of collaboration in the system, and identifying gaps that exist, career aspirations and perceived barriers to development and progression, examples of positive and negative research cultures, perceived and actual barriers that exist to a positive research culture, and the availability of data, metrics and indicators to monitor progress over time.

3. Legal basis for using your personal information

Under data protection legislation, a legal basis is required to be able to process your personal information for the purposes set out above. The collection and use of your personal information will be based on you providing your explicit consent.

Withdrawal of consent: Consent must be a clear positive action that you have given your agreement to the use of your personal information, and consent can also be withdrawn at any point if you are no longer happy with the use of your personal information for a specific reason. If you wish to withdraw consent, please do so in writing to Dr Yolana Pringle, Head of Policy and Advocacy – Email: yolana.pringle@vitae.ac.uk.

Once consent is withdrawn, we will destroy all relevant personal information unless we are relying on a different legal basis to justify keeping your personal information. If that is the case, we will tell you in writing. However, withdrawing your consent does not affect the lawfulness of processing based on consent before you withdrew it.

4. What personal information we will collect

Personal information that we may collect during the research could include the following:

- Name
- Contact details
- Demographic data (gender, age, ethnicity, nationality, disability)
- Current employment role

5. Storage and sharing of personal information

During data collection, the data are stored in an encrypted state.

The information you submit will be compiled by CRAC and RSM and anonymised data from the interviews, focus groups and surveys may be included in our research report. You will not be identifiable from any such outputs. We will not pass your information to any other organisation except where required to do so by law.

6. Your rights over your personal information

Once your personal information has been collected, you have certain rights in relation to that personal information that may be exercised. You have the right to:

- Request access to your personal information (and receive a copy of it)
- Request correction of any inaccurate personal information held about you
- Request for your personal information to be deleted
- Withdraw your consent for us to use your personal information

All these rights have certain limitations depending on the request and the purpose for which we are holding your personal information. To exercise any of these rights, in the first instance please contact Dr Yolana Pringle, Head of Policy and Advocacy – Email: yolana.pringle@vitae.ac.uk

7. How we protect your personal information

CRAC has a range of security measures to protect your personal information:

- All staff are required to undertake training in data protection and information security on joining the organisation and then on an annual basis;
- Formal information security policies that must be read and understood by all staff;
- Personal information is only available to those members of staff who require access as part of their role;
- Our information and data systems are accredited through the Cyber Essentials scheme and the ISO 27001 standard on information security.

8. How long we will hold your personal information

CRAC and RSM are only able to retain your personal information for as long as it is needed for the purpose(s) for which it was collected. Personal information you have shared will be retained by CRAC no longer than one month after the expected conclusion of this project, which is currently scheduled to early 2025, to unless extended.

9. Complaints about the use of your personal information

If you are unhappy with the way in which your personal information has been handled, please contact us via Dr Yolana Pringle, Head of Policy and Advocacy – Email: yolana.pringle@vitae.ac.uk and we will try to resolve your issue. If we are not able to resolve the issue to your satisfaction, you can make a complaint to the data protection supervisory authority. In the UK, this is the Information Commissioner's Office (ICO) which can be contacted at:

Information Commissioner's Office
Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
Tel: 0303 123 1113; Email: casework@ico.org.uk

10. Changes to this privacy notice

We keep our privacy notices under regular review, and we will inform you of any changes to this notice in writing.

21/08/2024