



## The Bridge at the University of Plymouth Privacy Notice

### Purpose of this Privacy Notice

This statement explains how The Bridge at the University of Plymouth collects, manages and uses your personal data before, during and after you participate in The Bridge knowledge exchange and research activities. The Bridge is a Knowledge Exchange initiative at the University of Plymouth.

Personal data is defined as any information that can be attributed to a living individual. We adhere to the General Data Protection Regulation (GDPR) principle of transparency and this Privacy Notice informs you about:

- How and why we use your personal data for research;
- What your rights are under GDPR and the Data Protection Act 2018 and;
- How to contact us if you have questions, concerns or wish to exercise your rights regarding the use of your personal data.

### Why are we processing your personal data?

As the data controller we will only process your personal data in accordance with the GDPR, the Data Protection Act 2018 and any other privacy laws that apply (“the Data Protection Legislation”). We will always tell you about the information we wish to collect from you and how we will use it. We use personal data for programme delivery, evaluation and research with appropriate safeguards in place under the following lawful bases:

- fulfilling tasks in the public interest to conduct research and for the evaluation purpose of reporting to our funder, Research England
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- Meeting legal obligations
- Legitimate interests such as programme delivery and evaluation where your interests and fundamental rights do not override those interests

Should we collect any special category data (eg. health, disability) for any purpose the additional lawful bases will apply

- your specific informed consent
- for archiving purposes in the public interest, for scientific or historical research purposes.

We will obtain your opt-in consent for The Bridge marketing purposes

Should you be asked to participate in specific research projects you can find general information about how your data will be handled in the Research Participant Privacy Notice available here <https://www.plymouth.ac.uk/research/governance/research-participant-privacy-notice>. You will also be provided with a Participant Information Sheet (PIS) specific to your particular research project.

Our research is governed by robust policies and procedures and is subject to appropriate ethical scrutiny. We will use your data to administer and provide services in relation to your participation with The Bridge. For example, from time to time we may send you information about events and funding opportunities

### What data do we collect?

The data we collect will vary depending on your level of participation with The Bridge. The Bridge team members will only collect data that is essential for the purpose of the project and will be fully transparent with you in the participant information you receive.

When you participate with The Bridge, we will collect personal data including name, email address, occupational and employer information, home and work postcodes, project keywords and description, and network affiliations (e.g. your relationship to university and industry partners).

### Who do we share your data with?

We will share data with third party service providers, such as the partners of SWCTN, [www.swctn.org.uk](http://www.swctn.org.uk) and iMayflower, hosting or email service providers, who provide services to us so that we are able to fulfil our obligations to you. Any data processed on behalf of The Bridge is processed only to the extent required by them to perform the services that The Bridge requests. Any use for other purposes is strictly prohibited within a data sharing agreement between us and the provider. Furthermore, any data that is processed by third parties must be processed within the terms of this policy and in accordance with the Data Protection Act 2018 and General Data Protection Regulation 2016.

Pseudonymised data will be shared with our funders and public stakeholders, unless we have your informed consent to share identifying information.

We may also share your data when we have a legal obligation to disclose your information.

### How do we keep your data secure?

We take a robust approach to protecting your information with secure electronic and physical storage areas for research data with controlled access. Alongside these technical measures there are comprehensive and effective policies and processes in place to ensure that users and administrators of information are aware of their obligations and responsibilities for the data they have access to. By default, people are only granted access to the information they require to perform their duties. Mandatory data protection and information security training is provided to staff and expert advice is available if needed.

### How long do we keep your data for?

Your data will only be retained for as long as is necessary to fulfil the cited purpose of The Bridge programme delivery, evaluation and research. Data will usually be stored in an anonymised or de-identified format. Unless you object, your personal information will be for up to six years after programme completion (June 30, 2027).

De-identified data may be stored in our research data archive or another carefully selected appropriate data archive.

### Your Rights and how to exercise them

Under the Data Protection legislation you have the following qualified rights:

- (1) The right to access your personal data held by or on behalf of The Bridge
- (2) The right to rectification if the information is inaccurate or incomplete
- (3) The right to restrict processing and/or erasure of your personal data
- (4) The right to data portability
- (5) The right to object to processing

- (6) The right to object to automated decision making and profiling
- (7) The right to complain to the Information Commissioner's Office (ICO)

**Please note that some of these rights do not apply when the data is being used for research purposes if appropriate safeguards have been put in place.**

We will always respond to concerns or queries you may have. If you wish to exercise your rights or have any other general data protection queries please contact [dpo@plymouth.ac.uk](mailto:dpo@plymouth.ac.uk)

If you have a complaint and you remain dissatisfied with how your complaint has been dealt with you can take your complaint to the Information Commissioner's Office (ICO) for a review. They can be contacted at [casework@ico.org.uk](mailto:casework@ico.org.uk)

If you have any complaints or queries relating to specific research aspects you are taking part in, please direct them to the named researcher on your participant information sheet in the first instance. Otherwise, please email [plymcreative@plymouth.ac.uk](mailto:plymcreative@plymouth.ac.uk)

This privacy notice is reviewed annually or when required to ensure compliance with data protection legislation. If significant changes are made to this notice and the way we treat your personal information we will make this clear and may seek to communicate this directly to you