

BPSR General Data Protection Privacy Notice



BPSR participates in many research studies that typically involve handling individuals' personal data, including contact details and sometimes data from individuals that is classed as sensitive. BPSR and our collaborators and the research sponsors may each act in the capacity of both data processors and data controllers. As such, risks are shared between all parties, risk management is a collaborative exercise in which we need to work closely with our collaborators and sponsors. BPSR does not process person-identifiable data or contact details and it is usually our collaborators/sponsors who collect and supply data about individuals through surveys or from government datasets.

Collecting and processing personal (and sometimes sensitive) data is an inherent part of research studies, and BPSR are committed to reducing the risk of such data being misused, exposing stakeholders in our research to potential detriment. Typically, this means that we will need our collaborators and sponsors to:

- Establish that they have consent, or legitimate public interest, as a basis for sharing data with us for research purposes;
- Agree with us, at the start of each project, a date by which we will destroy any data;
- Agree with us, at the start of each project, how research datasets supplied to us will be fully anonymised so that individuals cannot be identified by BPSR;
- Cooperate with risk assessments around sensitive personal data; and planning steps to minimise any risks identified.

The legal basis for research studies processing personal data varies according to the project and the data being collated, but is typically based on:

- It being used for research purposes in the public interest; and/or
- Explicit consent of the data subject.

BPSR rarely conducts surveys or interviews but does require our collaborators/sponsors to ensure explicit consent of the data subject is established and documented at the start of each survey interview or qualitative discussion. The collaborator/sponsor must have established procedures for obtaining consent in general and in specifically for each type of sensitive information collected. (Sensitive data includes: racial or ethnic origin; political opinions; religious beliefs; membership of a trade union; physical or mental health/conditions; sexual life; or sexual orientation. Photos and information on criminal convictions/offences are also treated as sensitive.)

The approach to establishing consent, and processes for handling, collecting and processing personal (and sometimes sensitive) data is tailored to each project. This should be set out in the privacy notice that is specific to the project and explains the consent process; how the data will be used; participants' rights to review, change or delete data collected about them; under what conditions participants may be contacted again; and briefly how data will be stored and controlled.