

FOSE Faculty Research Integrity and Research Ethics Committee (FRIREC)
University of Nottingham Malaysia

Research Participant Privacy Notice

Please note that the Privacy Notice is supplementary to and does not replace the participant information sheet.

Why do we collect your personal data?

We collect personal data under the terms of the University's Royal Charter in our capacity as a teaching and research body to advance education and learning. Specific purposes for data collection on this occasion are [***enter specific purposes for which you are gathering and analysing data***]

We collect personal data under the terms of the University's Royal Charter in our capacity as a teaching and research body to advance education and learning. Specific purposes for data collection on this occasion are to evaluate participants' engagement with and understanding of the online modules on human-elephant conflict and coexistence, to assess the effectiveness of the module content and delivery, and to collect feedback for improving the design and educational impact of the course.

Legal basis for processing your personal data (Personal Data Protection Act 2010, section 6.2.)

The legal basis for processing your personal data on this occasion is [please delete as appropriate: consent of the data subject (OR) processing is necessary for the performance of a task carried out in the public interest (OR) processing is necessary for the performance of a contract (OR) processing is necessary for the legitimate interests pursued by the research team]

The legal basis for processing your personal data on this occasion is consent of the data subject

Where the University receives your personal data from (applicable if data is not being collected from the participants. Type NA if not applicable) Specify where the personal data comes from, e.g.,

- personal data that we collect automatically from XYZ websites*
- personal data from publicly available sources e.g. via Google, Wikipedia*
- personal data provided by third parties; identify who those third parties are also identify the categories of personal data received by third parties and/or from the other sources listed above that are used in the research*

NA

Special category personal data [Type NA if not applicable]

In addition to the legal basis for processing your personal data, the University must meet a further basis when processing any special category data, including personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data to uniquely identify a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

The basis for processing your personal data on this occasion is that the data subject has given explicit consent to the processing, (OR) processing relates to personal data which has manifestly made public by the data subject, (OR) processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes [delete to single applicable basis (or main basis if there is more than one)].

NA

How long do we keep your data?

The University may store your data for up to 25 years and for no less than 3 years after the research project finishes. The researchers who gathered or proposed the data may also store the data indefinitely and reuse it in future research. Measures to safeguard your stored data include [describe measures taken to safeguard data, e.g., encryption protocol, pseudonymization procedure, anonymization of data, etc.]

Secure storage on password-protected university servers, access limited to the research team, and anonymisation or pseudonymisation of personal data before a analysis. Any identifying information will be stored separately from research data and will not appear in any reports or publications

Who we share your data with [Type NA if not applicable]

Extracts of your data may be disclosed in published works that are posted online for use by the scientific community. Your data may also be stored indefinitely on external data repositories (e.g., the UK Data Archive) and be further processed for archiving purposes in the public interest, or for historical, scientific, or statistical purposes. It may also move the researcher who collected your data to another institution in the future.

OR

Your data will be transferred for processing to [state name of international organization and reference the binding corporate rules safeguarding the data, where they are made available, or how to obtain a copy of them]

Extracts of your data may be disclosed in published works that are posted online for use by the scientific community. Your data may also be stored indefinitely on external data repositories (e.g., the UK Data Archive) and be further processed for archiving purposes in the public interest, or for historical, scientific, or statistical purposes. It may also move the researcher who collected your data to another institution in the future.

Your rights as a data subject

You have the following rights to your personal data processed by us:

i) Right to be informed

The University will ensure that you have sufficient information to ensure that you are well informed about how and why we are handling your personal data and that you know how to enforce your rights.

ii) Right of access/right to data portability

You have a right to see all the information the University holds about you. Where data is held electronically in a structured form, such as in a database, you have the right to receive that data in a common electronic format that allows you to supply that data to a third party – this is called “data portability”.

To receive your information in a portable form, send your request to:

FOSE.FRIREC@nottingham.edu.my

iii) Right of rectification

If we are holding data about you that is incorrect, you have the right to have it corrected.

iv) Right to erasure

You can ask that we delete your data and where this is appropriate, we will take reasonable steps to do so.

v) Right to restrict processing

If you think there is a problem with the accuracy of the data we hold about you, or if we are using data about you unlawfully, you can request that any current processing be suspended until a resolution is agreed.

vi) Right to object

You have the right to opt out of direct marketing. You have a right to object to how we use your data if we do so based on “legitimate interests” or “in the performance of a task in the public interest” or “exercise of official authority” (a privacy notice will clearly state to you if this is the case). Unless we can show a compelling case why our use of data is justified, we have to stop using your data in the way that you’ve objected to.

For direct marketing, there will be an opt-out provided at the point of receipt.

vii) Rights related to automated decision-making including profiling

We may use a computer program, system or neural network to make decisions about you (for example, everyone who is on a particular course gets sent a particular letter) or to profile you. You have the right to ask for a human being to intervene on your behalf or to check a decision.

viii) Withdrawing consent

If we are relying on your consent to process your data, you may withdraw your consent at any time.

ix) Exercising your rights, queries and complaints

For more information on your rights, if you wish to exercise any right, for any queries you may have or if you wish to make a complaint, please email FOSE.FRIREC@nottingham.edu.my

Note: The collection of your personal data is carried out in accordance with the terms stated within (i) The University of Nottingham’s Royal Charter, (ii) the UK’s General Data Protection Regulation (GDPR), (iii) The Malaysian Personal Data Protection Act 2010 and (iv) the University’s Code of Research Conduct and Research Ethics. These collectively spell out the legal basis for processing your personal data, your rights as a data subject as well as data sharing/management arrangements.