

Privacy Notice for Researchers Applying for Review by the University Ethics Committee

The Research Integrity and Governance Office (RIGO) is part of the University of Surrey. The University is registered as a data controller with the Information Commissioner's Office (notification number is Z6346945) and is committed to ensuring that the personal data processed is handled in accordance with data protection legislation. The University has a named Data Protection Officer, James Newby, who can be contacted via dataprotection@surrey.ac.uk.

What information do we collect?

RIGO collects the following personal data about staff and students applying to the University Ethics Committee (UEC) for ethical review:

- Name
- Email address
- Role
- Department
- Institution

We also ask for the names and affiliations of other researchers involved in the proposed research to give us a complete record of each project. We only collect the data we need and keep that data up to date.

How do we collect this information?

RIGO receives this information from you when you apply for review by the UEC, or when your fellow colleague on the research project does this on your behalf.

Why do we collect this information?

We take our responsibilities for handling data very seriously and therefore it is important for you to understand the legal basis that we rely on when we are processing your personal data.

RIGO processes your data as part of our task to conduct research in the public interest. Specifically, the information collected in your application is used by RIGO for the purposes of administering the University's ethics and research governance processes. This includes maintaining a record of research that has been submitted for review by the UEC. This record will be used to audit research and to ensure compliance with University's and external policies, guidelines and regulations. It will be used to obtain information to provide advice to the research team's own questions.

What do we do with your information?

We collect the data about you from the application which is then stored in a database on a secure drive and used for the purposes listed above. As part of the ethical review process, your application is sent to members of the University's ethics committees, some of whom are external, for review. External committee members sign an agreement committing to maintain the confidentiality of your data.

On occasion, we may seek advice from external experts. In such cases the data will be anonymised prior to being sent out from the University.

Who do we share your information with?

We may share your personal data with other University committees, other departments within the University such as the legal, insurance, finance and data protection teams and on occasion with external regulators as part of ensuring that the research is compliant with policies, guidelines and regulations.

How long do we keep your information?

We keep your information for 10 years after completion of the project in line with the University's retention schedules for research project information.

What rights do you have in relation to the way we process your information?

Under data protection law you have certain rights.

You have the right to ask us to confirm that your personal data is being processed and to access (i.e. have a copy of) that data as well as to be provided with supplemental information about the processing.

You can object to our processing your data, and can ask us to erase the data we hold about you, although in certain circumstances we may not be able to do this – for example, where processing is necessary for the performance of a task in the public interest.

If you would like to exercise any of these rights, or have any queries or concerns, please contact dataprotection@surrey.ac.uk.

You also have the right to complain directly to the Information Commissioner's Office (ICO) if you continue to have concerns around how we are processing your data. The Information Commissioner's Office is an independent body set up to uphold information rights in the UK. They can be contacted through their website: www.ico.org.uk, or their helpline on 0303 123 1113, or in writing to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.