

How do we ensure Confidentiality and Data Protection compliance?

Leeds Beckett University is the data controller of the personal data it collects and processes for the purpose of carrying out the research outlined in this Participant Information Sheet.

This means that it has the core legal responsibility to safeguard this personal data and ensure it is processed lawfully and to comply with individuals' data protection rights and freedoms.

This requirement is set out in the EU General Data Protection Regulation 2016 ('GDPR') and in UK law under the Data Protection Act 2018 ('DPA') which states that:

Personal data must:

1. be processed lawfully, fairly and in a transparent manner;
2. be collected only for specified, explicit and legitimate purposes, and not be further processed in any manner incompatible with those;
3. be adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed;
4. be accurate and, where necessary, kept up-to-date;
5. not be kept as identifiable data for longer than necessary for the purposes concerned; and
6. be processed securely.

This means that that your confidential and sensitive confidential (special category) personal data which is collected and processed, will be held securely, used only for the purpose and retention period it has been collected for, kept strictly confidential and only shared with authorised persons who are directly involved in the research process.

The legal basis for processing your personal data is for research purposes under GDPR and DPA is a 'task in the public interest' and for special category personal data is where our processing is necessary for research purposes or statistical purposes. These conditions apply as long as we are applying appropriate protections to keep your personal data secure and safeguard your interests; these are set out in the [Research Participant Privacy Notice](#) available on the University website.

Researchers use Data Protection and Research guidance and checklist to ensure research data protection compliance. They will also take into account University policies which are available on the [University Policies](#) page of the University website.

Where there is a requirement for your explicit consent for specific use of your data a separate consent form will be included with this Participant Information Sheet.

Please be aware that due to the University's lawful basis for processing data for research, some of your data rights may be affected; such as you may not be able to withdraw your data after it has been combined with other participant's data. If you are unsure about this, please discuss in advance with the research team who will be able to advise you.