



1. Data Controller

Data Controller: University of Northumbria at Newcastle

Registration Number: Z7674926

2. Overview

As a UK Higher Education institute, Northumbria University has an obligation to advance knowledge and education through its teaching and research activities. In order to fulfil this obligation, Staff and Students of the University often process the personal data of individuals who are being used to study/measure the impact of our research in order to comply with the requirements of the Research Excellence Framework ('REF').

This privacy notice describes how and why Northumbria University processes personal data in accordance with the UK Data Protection Act 2018 ('DPA') and the General Data Protection Regulations ('GDPR').

3. Purpose of the processing and the lawful basis for the processing

GDPR requires that any processing of personal data must have a lawful basis under Article 6 (of GDPR). Before we process any personal data, you will be informed of the lawful basis via a Participant Information Sheet. In the context of processing personal data for research data, for the majority of University projects, the University has identified the lawful basis of 'Public Task':

"Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller".

Consent and Other Lawful Basis

Where we cannot process for the purpose of 'public task', we may rely on a different condition, such as consent (or any other lawful basis) and our researchers will inform you of this in the Participant Information Sheet provided to you.

4. Categories of personal data

Northumbria University has a wide range of research portfolios with individual projects, all of which identify their own unique data process requirements. Common categories of personal data and special category data that the University may process about you for research purposes may include:

- Name
- Address



- Contact details (including email)
- Place of employment (where relevant)
- Job Title (where relevant)

5. Where does data come from?

Northumbria University will lawfully collect data directly from you as an interested party connected to research being undertaken by Northumbria University for example as a collaborator or stakeholder in Northumbria's research, or a participant at an event or exhibition which has been informed by research from Northumbria.

6. Third party Data Sharing REF

The University may share your data with UK Research and Innovation (UKRI) for the purpose of the Research Excellence Framework.

The purpose of the REF is to assess the quality of UK research and to inform the selective distribution of public funds for research by the four UK higher education funding bodies. The REF is managed by the REF team, based at Research England (RE), on behalf of the four UK higher education funding bodies. RE is part of UKRI, and under this arrangement UKRI has the role of 'data controller' for personal data submitted by us to the REF.

UKRI may pass your data, or parts of it, to any of the following organisations that need it to inform the selective distribution of public funds for research and to carry out their statutory functions connected with funding higher education:

- The Higher Education funding Council for England (HEFCE)
- Department for the Economy, Northern Ireland (DfE)
- Higher Education Funding Council for Wales (HEFCW)
- Scottish Funding Council (SFC).

UKRI and the organisations listed above will use the information to analyse and monitor the REF. This may result in information being released to other users including academic researchers or consultants (commissioned by the funding bodies), to carry out research or analysis, in accordance with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679). Where previously unpublished information is released to third parties, this will be anonymised where practicable.

The results of each assessment exercise will be published by UKRI, on behalf of the four UK higher education funding bodies.

Those parts of submissions that contain factual data and textual information about research activity will also be published by UKRI, excluding confidential information, on behalf of the four UK higher education funding bodies, and will be made available online. Published information is likely to include textual information including impact case studies, documents describing the change or benefit brought about by research undertaken by researchers at the institution, in which you may be referenced. Your name and job title may be included in this textual



information. Other personal details will normally be removed. Research Services will check all impact case studies and environment templates before submission to ensure that personal information (other than names and job titles) are removed prior to submission.

7. How is personal data stored securely by Northumbria University?

We have implemented appropriate physical, technical, and organisational security measures designed to secure your personal data against accidental loss and unauthorised access, use, alteration, or disclosure. In addition, we limit access to personal data to those employees, agents, contractors, and other third parties that have a legitimate business need for such access. All employees, contractors and volunteers with access to personal data receive mandatory data protection training and have a contractual responsibility to maintain confidentiality. Access to your data is restricted to those members of staff who have a requirement to access it.

8. How long is personal data held?

Research Data will be retained in compliance with Northumbria University's retention schedule.

Northumbria University researchers will use anonymisation or pseudonymisation techniques to make your information 'non-identifiable' as soon as possible following its collection, where the nature of the research, or the projects objectives permit it.

In some instances, however, it may not be possible to anonymise data, if to do so would then prevent the project from achieving the desired research impact outcomes (e.g. in testimonial letters). Where this is the case, personal information will be stored for the duration of the project and in accordance with the relevant retention requirements.

9. Your Rights (including under GDPR)

Please note that the following rights only apply whilst data is "identifiable". If data collected about you has been anonymised it will not be possible to identify you or access your personal information.

You have several rights in relation to the processing of your personal information, each of which may apply to differing degrees dependent upon the nature of the processing. You have the right to:

- Request access (to a copy) of the personal information held about you.
- Request that we correct inaccurate or incomplete data.
- Ask to have certain data 'erased' by us.
- Request that we restrict certain processing of your personal data.
- Request that any data you submitted to us electronically be returned to you or passed to a third party as a data file.

Due to the nature of research related processing, in some cases, there may be specific exemptions as to why we are not required to comply with some of the above rights, such as when implementing your rights would preclude or prejudice the research outcomes for which data were collected.



Where it is deemed necessary to refuse any request from you to exercise your rights, we will explain the reasons for this within one month. You have the right to complain about our decision to the Information Commissioner.

- For more information about any of the above please see the GDPR pages of our [website](#).
- To exercise any of the above rights, please contact the Data Protection Officer (details below).

10. Data Protection Officer

The Data Protection Officer for Northumbria University is Duncan James.

If you have any questions which you feel have not been covered by this Privacy Notice, or if you have concerns or a complaint in relation to the University processing your personal data, please do not hesitate to email us at: dp.officer@northumbria.ac.uk

If your request is urgent, please call +44 (0)191 243 7357

11. Lodging a Complaint with the Information Commissioners Office

Should you be dissatisfied with the University's processing of your personal data, you have the right to complain to the Information Commissioner's. For more information see [Information Commissioner's web site](#).