

Scope

1. This document sets out what we do with your personal data if you participate in a research project
2. This document applies to you if you are approached to, or subsequently, take part in a research project where the OU (representative) is the lead researcher

Who we are

3. The Open University is the data controller in relation to the processing activities described below. This means that the Open University decides why and how your personal information is processed.
4. Where this policy refers to “we”, “our” or “us” below, unless it mentions otherwise, it’s referring to the Open University

What information do we collect about you, and how do we collect it?

Information that you give to us

5. We collect information that you supply when you respond to requests for your input to research and data collected during the research. We may already hold information, such as, name, email address, and personal identifier and may use this information to contact you about research participation.

Information that we collect automatically

6. If any data is collected automatically, it will be noted within your Participant Information Sheet

Information that we receive from third parties

7. If we have received your information from a 3rd party, we will explain this in the invitation to participate and the Participant Information Sheet.

How do we use your personal information?

8. For Academic research, we need to collect information about you to fulfil the terms of the activity. Research is set as an objective of the Open University as set out in Para 3 (page iv) of the Open University [Charter](#), and as such Academic Research is a Public Task of the Open University.
For research that is primarily to improve the services that the Open University offers, data will be processed in the Open University’s Legitimate Interest. See also, the [student privacy notice](#).

Who do we share your information with?

- 10 We might share your research information with external organisations. Should a particular research activity involve a partner organisation, this will be advised within the Participant Information Sheet.
- 11 We use third party suppliers and service providers for transcriptions and may partner with other institutions.

When we use third party service providers, we only disclose to them any personal information that is necessary for them to provide their service and we have a contract in place that requires them to keep your information secure and not to use it other than in accordance with our specific instructions.

Specific details will be provided within the Participant Information sheet.

Do we transfer information outside the UK?

- 12 Generally, information you provide to us is stored on our secure servers, or on our cloud-based systems which are located within the UK.
- 13 However, there are times when we do need to store information outside the UK. If we transfer your information outside of the UK, we will take steps to ensure that appropriate security measures are taken with the aim of ensuring that your privacy rights continue to be protected as outlined in this policy. This would either be imposing contractual obligations on the recipient of your personal information or ensuring that the recipients are subscribed to 'international frameworks' that aim to ensure adequate protection.

How long do we keep your personal information for?

- 14 If we collect your personal information, the length of time we keep it for is determined by a number of factors, including our purpose for using the information and our legal obligations.
- 15 Responses to research requests, and records of your participation in research, along with any records of consent, will be stored for the duration of the research and deleted or anonymised once the personal data is no longer required. In the event that the identifiable information is required for longer than this it will be specified with the Participant Information Sheet.

Your rights

- 17 You have a number of rights in relation to your personal information, which apply in certain circumstances. In order to exercise any of these rights, please contact us using the details in section 19 of this document.
- 18 You have the right;
 - To access your personal information that we process
 - To rectify inaccuracies in the personal information that we hold about you

In some circumstances, you also have the right

- To have your details removed from systems that we use to process your personal data
- To restrict the processing of your personal data in certain ways
- To obtain a copy of your personal data in a structured electronic data file
- To object to certain processing of your personal data by us
- To request that we stop sending you direct marketing communications.

These rights are not absolute, and we may use an exemption set out in the legislation if fulfilling the right would legitimately impact the purpose of the research or the legitimate interests of the University.

If you are concerned about the way we have processed your personal information, you can complain to the Information Commissioner's Office (ICO). Please visit the ICO's website www.ico.org.uk for further details.

Contact us

- 19 Please direct any queries about this policy or about the way we process your personal information to our Data Protection Officer using the contact details below.

- Email data-protection@open.ac.uk
- Telephone +44 (0)1908 653994
- By post: The Data Protection Officer, PO Box 497, The Open University, Walton Hall, Milton Keynes, MK7 6AT.
- Data subjects within the EU can contact the Data Protection Officer c/o the Open University in Ireland: Holbrook House, Holles Street off Merrion Square, North Dublin 2, D02 EY84.