

## College of Social Sciences

**Privacy Notice for Participation in Research Project:** Developing Leaders in the Workplace: An Empirical Study of Line Managers' Wants and Needs from Leadership Development Programmes.

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### Your Personal Data

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**The University of Glasgow** will be what's known as the 'Data Controller' of your personal data processed in relation to your participation in the research project 'Developing Leaders in the Workplace: An Empirical Study of Line Managers' Wants and Needs from Leadership Development Programmes'. This privacy notice will explain how The University of Glasgow will process your personal data.

#### Why we need it

We are collecting basic personal data such as your name and contact details in order to conduct our research. We need your name and contact details to arrange interviews and potentially follow up on the data that you have provided.

We only collect data that we need for the research project, and we will de-identify your personal data from the research data (your answers to the interview questions) through pseudonymisation.

Confidentiality will be respected unless there are compelling and legitimate reasons for this to be breached. If this was the case, we would inform you of any decisions that might limit your confidentiality. Please see the accompanying **Participant Information Sheet**.

#### Legal basis for processing your data

We must have a legal basis for processing all personal data. As this processing is for Academic Research we will be relying upon **Task in the Public Interest** in order to process the basic personal data that you provide. For any special categories data collected we will be processing this on the basis that it is **necessary for archiving purposes, scientific or historical research purposes or statistical purposes**

Alongside this, in order to fulfil our ethical obligations, we will ask for your **Consent** to take part in the study. Please see the accompanying **Consent Form**.

#### What we do with it and who we share it with

All the personal data you submit is processed by a doctoral researcher at the University of Glasgow in the United Kingdom. In addition, security measures are in place to ensure that your personal data remains safe, including de-identification through pseudonymisation, secure storage, and, encryption of files and devices. Please consult the **Consent form** and **Participant Information Sheet** which accompanies this notice.

We will provide you with a copy of the study findings and details of any subsequent publications or outputs on request.

### **What are your rights?**

GDPR provides that individuals have certain rights including: to request access to, copies of and rectification or erasure of personal data and to object to processing. In addition, data subjects may also have the right to restrict the processing of the personal data and to data portability. You can request access to the information we process about you at any time.

If at any point you believe that the information we process relating to you is incorrect, you can request to see this information and may in some instances request to have it restricted, corrected, or erased. You may also have the right to object to the processing of data and the right to data portability.

Please note that as we are processing your personal data for research purposes, the ability to exercise these rights may vary as there are potentially applicable research exemptions under the GDPR and the Data Protection Act 2018. For more information on these exemptions, please see [UofG Research with personal and special categories of data](#). If you wish to exercise any of these rights, please submit your request via the [webform](#) or contact [dp@gla.ac.uk](mailto:dp@gla.ac.uk)

### **Complaints**

If you wish to raise a complaint on how we have handled your personal data, you can contact the University Data Protection Officer who will investigate the matter. Our Data Protection Officer can be contacted at [dataprotectionofficer@glasgow.ac.uk](mailto:dataprotectionofficer@glasgow.ac.uk)

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you can complain to the Information Commissioner's Office (ICO) <https://ico.org.uk/>

### **Who has ethically reviewed the project?**

This project has been ethically approved via the College of Social Sciences Research Ethics Committee or relevant School Ethics Forum in the College.

### **How long do we keep it for?**

Your **personal** data will be retained by the University only for as long as is necessary for processing and no longer than the period of ethical approval, which is September of 2024. After this time, personal data will be securely deleted. Your **research** data will be retained for a period of ten years in line with the University of Glasgow Guidelines. Specific details in relation to research data storage are provided on the Participant Information Sheet and Consent Form which accompany this notice.

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