**Privacy Notice for Participation in Research Project:**

**Research topic**

Floundering or flourishing? Exploring Ukrainian elementary school teacher understandings of their professional experience

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**Your Personal Data**

**The University of Glasgow** will be what is known as the ‘Data Controller’ of your personal data processed in relation to your participation in the research project Floundering or flourishing? Exploring Ukrainian elementary school teacher understandings of their professional experience. 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 to conduct our research. We need your name and contact details to arrange online research meetups and interviews and to conduct any required follow up on the data you will be providing.

We only collect data that we need for the research project. To protect your privacy and confidentiality, all data will be de-identified, meaning that any personal details will be replaced by codes to which only the researcher retains the legend, kept in a secure location. In addition, any personal data that may later be used for journal articles, conference papers, or future research will be de-identified through pseudonymization. Please see the accompanying **Participant Information Sheet** for more information about participant data privacy and confidentiality.

**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** to process the basic personal data that you provide.

Alongside this, 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 the data and who we share it with**

All the personal data you submit is processed only by me, the Principal Investigator. In addition, security measures are in place to ensure that your personal data remains safe: all electronic data collected will be encrypted and stored on the University of Glasgow secure servers/digital storage space (available by password-only access to myself, the Principal Investigator), and paper data will be kept in a secure locked location.

We are aware of the fact that the use of photos generated by participants raises ethical challenges. In producing photographs to illuminate certain experiences, points, positions, or themes, participants may find themselves photographing other individuals (students, colleagues, or other staff), as well as the classroom or other educational facilities in which they work. These potential risks will be mitigated in the following ways: 1/ participants will be advised that they must seek and gain the consent of any person or persons they might wish to photograph; 2/ participants will be advised that they may need to seek and gain permission to photograph any teaching or learning setting and so, will need to find out what is permissible in their context; and 3/ participants will be informed that their photographs will not be used in any publications which may arise from the study, but will only serve as visual aids during the interviews confined to the study.

For further information, please consult the **Consent form** and **Participant Information Sheet** which accompany this privacy notice.

Due to the nature of this research, it is quite possible that other researchers may find the (non-personal, research only) data collected to be useful in answering future research questions. We will ask for your explicit consent for your data to be shared in this way.

Following the completion of the study, upon request, we will provide you with a copy of the study findings, as well as details of any subsequent publications or presentations.

**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 which 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](https://www.gla.ac.uk/myglasgow/dpfoioffice/a-ztopics/research/#//).

If you wish to exercise any of these rights, please submit your request via the [webform](https://www.gla.ac.uk/myglasgow/dpfoioffice/gdpr/gdprrequests/#d.en.591523) 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 study has been approved by the Ethics Committee of the College of Social Sciences, University of Glasgow.

**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 15/12/2023. After this time, personal data will be securely deleted.

Your **research** data will be retained for a period of ten (10) 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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