# CENTRE-UB Training Privacy Notice

CENTRE-UB is governed by the regulations of our funder UKRI/ESRC and our administrative host, University of Birmingham. The CENTRE-UB Privacy Policy is based on the requirements of these two organisations.

The full UKRI privacy notice can be found here: <https://www.ukri.org/about-us/privacy-notice/>

The University of Birmingham’s Privacy notice can be found here: <https://www.birmingham.ac.uk/privacy>

**Details you provide to us when you register and participate in Training**

To participate in any of the training provided by CENTRE-UB, you will register your interest through an online registration link. On the registration survey we will ask for:

* Your personal details, such as your name, email address

CENTRE-UB will also record your participation in the training, and will record your name during attendance.

As part of our training evaluation, we will send a link for you to voluntary provide information related to your participation in the training. This survey will ask for information related to:

* Your personal details, such as your name, email address, home address, postcode and other contact details.
* Information about your employer, job role, previous education and work experience;
* You will be asked to provide information about your age, ethnicity, sex, gender, health and disability status

**Special Category Data Collected by CENTRE-UB**

The legal justification we have under data protection law for processing personal data is that it is necessary for our research, which is of interest to the public. The legal justification we have under data protection law for processing participant special category data (i.e. information relating to race, ethnic origin, health) is that it is necessary for scientific or historical research purposes or statistical purposes in the public interest.

We collect the minimum amount of data needed. However, several of the questions we ask are legally considered ‘special category’ sensitive data under UK GDPR, since the survey asks for disclosure of:

• data revealing racial or ethnic origin;

• data concerning health and disability status;

• data concerning a person’s sexual orientation.

Additionally, the questions ask for disclosure of gender and age.

We will ask for your express consent if you wish to provide any special category data.

**You have the option in all cases to refuse to disclose this data by selecting the ‘prefer not to say’ options on the survey. It is still fine for you to take part in the survey, without providing any special category data.** Whether you disclose, partly disclose or refuse to disclose the information is entirely up to you: it is collected for monitoring purposes only and will have no impact on your participation in training.

Access to, and the sharing of, your special category personal data are controlled very carefully. The data is collated and completely anonymised before it is reported to or shared anywhere outside the CENTRE-UB Admin team. Additionally, within the team we have taken steps to prevent anyone directly connecting the data submitted by you with your name. Names of participants and the data collected will be held in separate locations, ensuring the data is processed in a way that is as anonymous as possible whilst fulfilling our obligations.

All CENTRE-UB staff receive yearly Data Security and GDPR training from the University of Birmingham.

There may be cases where you wish to disclose additional special category information to CENTRE-UB after registration, such as disability status, health issues or allergies, for the purpose of safety and helping us to provide additional support to you. Such disclosures will also be kept in the strictest confidence and never shared beyond the CENTRE-UB admin team without your express written consent.

If you would like to review or delete any personal information held on you at any time, please get in touch with the CENTRE-UB admin office: centre\_ubehaviour@contacts.bham.ac.uk

**What is the purpose of the processing?**

CENTRE-UB will process your personal data for the following purposes:

* To communicate effectively with you by email, phone or other media;
* To provide you with information about the training programme;
* To compile statistics and conduct research for statutory reporting purposes;
* To fulfil and monitor our legal responsibilities, for example, under equalities and immigration legislation;
* To ensure your safety (for example, collecting medical forms for residential/field trips)
* To provide service and administrative support to your training.

We, and our funders ESRC, may also use the information you provide to compile statistics and conduct research in relation to training provision for the purpose of planning, reviewing, managing and developing CENTRE-UB training programmes in behavioural research.

**Video conferencing applications**

When using video conferencing applications, such as Zoom and Microsoft Teams, personal data such as your IP address and device name may collected by the companies who own these applications in order to schedule and create a record of meetings, improve and tailor your experience when using these applications. Where video conferencing applications are used to record meetings, personal data captured within the recording are stored within the cloud service owned by that company. Where recording is taking place, you will be notified at the beginning of or as you enter the recording session.

Data held and used by the University of Birmingham are compliant with GDPR. Personal data stored by a service provider within the cloud may be stored outside of the European Economic Area.

**What is the legal basis of the processing?**

We consider the processing of your personal data for these purposes to be necessary for:

* Compliance with a legal obligation (for example, equal opportunities monitoring) or regulatory obligation (for example, reporting to Government or governmental bodies including UKRI);
* The performance of tasks carried out in the public interest (for example, teaching and research);

We will only process your special category data with your explicit consent or if it is necessary:

* For the establishment, exercise or defence of legal claims;
* Very occasionally, when it is needed to protect your or another person’s vital interests and you are not capable of giving your consent (for example, in an emergency on a field trip etc);
* If it is in the substantial public interest;
* With your express consent as set out in this privacy notice.

If we require your consent for any specific use of your personal data, it will be collected at the appropriate time by us explaining why we are collecting the data and how we will use it, and you can withdraw your consent at any time.

**Who will your personal data be shared with?**

Within the University, your data is shared with only the CENTRE-UB Admin staff who need access for a) processing and supporting your registration to training and b) compiling and reporting anonymised data.

Anonymised, collated statistics based on ‘special category’ data collected in the registration survey are reported to our funders ESRC. The raw special category data is never shared beyond CENTRE-UB admin staff.

We do not share your data with external organisations for marketing their products or services, other than as set out in this notice, in the recording of webinars. We do not sell your personal data to third parties under any circumstances, or permit third parties to sell on the data we have shared with them.

**How long is your data kept?**

We will retain the personal and special category data collected on you for 10 years after the start of the academic year in which you participated in training.

CENTRE-UB is administered from the University of Birmingham, and all data is collected and hosted on systems owned by the University of Birmingham. Details about your rights are set out on the website page ‘[Data Protection – How the University Uses Your Data](https://www.birmingham.ac.uk/privacy)’ and the appropriate Policy Document can be found here: <https://www.birmingham.ac.uk/documents/university/legal/data-prot-policy.pdf> This also explains how to ask any questions you may have about how your personal data is used, exercise any of your rights or complain about the way your data is being handled.