

RESEARCH PRIVACY NOTICE

The School of Social Policy, Sociology and Social Research (SSPSSR) at the University of Kent uses personal information to conduct research.

Information we hold

Personal information that may be held:

- Name, address, contact details and date of birth
- Special Category (such as gender, age, ethnic group)
- Relevant medical information.

How your information may be used

When you agree to take part in a research study, we will use your data in the ways needed to conduct and analyse the research study.

The [University Charter](#) sets out that ‘the objects of the University are to advance education and disseminate knowledge by teaching, scholarship and research for the public benefit’ (paragraph 3).

Health and care research should serve the public interest, which means that we have to demonstrate that our research serves the interests of society as a whole. We do this by following the [UK Policy Framework for Health and Social Care Research](#).

Who the information may be shared with

Personal data will not be shared without consent from participants.

How long data is stored

We are committed to only keeping personal data for the minimum time necessary to fulfil the life span of individual research projects purposes, (for greater detail please refer to the individual “Research Project Data Management Plan”)

Personal data that is no longer required will be destroyed securely. See the University’s [Records Management Policy](#).

Your rights and complaint processes

Your rights to access, change or move your information are limited, as we need to manage your information in specific ways in order for the research to be reliable and accurate. If you withdraw from the study, we will keep the information about you that we have already obtained. To safeguard your rights, we will use the minimum personal information possible.

If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer Jordon Hall (datapro@kent.ac.uk), by completing the [form online](#) or by writing to Information Compliance, Room P1.03 Darwin College, University of Kent, Canterbury CT2 7NY, who will investigate the matter.

If you are not satisfied with our response or believe, we are processing your personal data in an unlawful manner you can complain to the [Information Commissioner’s Office \(ICO\)](#).