



## **Electronic Research Notebook Service PRIVACY NOTICE**

### **1. Introduction**

The staff of the Research Data group at UCL (“we” “us”, or “our”) respect your privacy and are committed to protecting your personal data.

Please read this Privacy Notice carefully – it describes why and how we collect and use personal data in the context of the Electronic Research Notebook Service and provides information about your rights. It applies to personal data provided to us, both by individuals themselves or by third parties and supplements the following wider [UCL privacy notice\(s\)](#):

- [General privacy notice](#) when you visit UCL’s website
- [Student privacy notice](#)
- [Staff privacy notice](#)

We keep this Privacy Notice under regular review. It was last updated on 19<sup>th</sup> November 2021.

### **2. About us**

The Electronic Research Notebook Service is provided to UCL staff and students by a team consisting of members of the Research Data team (part of Advanced Research Computing (ARC)).

UCL, a company incorporated by Royal Charter (number RC 000631), is the entity that determines how and why your personal data is processed. This means that UCL is the ‘controller’ of your personal data for the purposes of data protection law.

### **3. Personal data that we collect about you**

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

There are two levels at which the Electronic Research Notebook Service may store personal data: administrative; and research content.

At the administrative level, the Electronic Research Notebook Service collects and stores your name and university contact details. A log is kept of email correspondence relating to the service, and an additional log is made of the times you have accessed the service and uploaded, edited, or deleted content.

At the research content level, any personal information included in content that users upload to the Electronic Research Notebook is stored by the product vendor, Research Space, using secure (ISO-27001 certified) cloud storage provided by Amazon Web Services (AWS). Content that is linked to from within the Electronic Research Notebook remains in its original location, which may be any one of a number of products with which the Electronic Research Notebook has integrations, including but not limited to Microsoft Office, One Drive, UCL's Research Data Storage Service, Mendeley, Slack, and Github.

#### **4. How we use your personal data**

We will only use your personal data that we collect for administrative purposes when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- To register you as a service user and to manage our relationship with you
- To help you with any enquiries you might have relating to the service
- To help manage access to stored content
- To email you information about changes to the service, service interruptions or performance issues, or other messages directly relating to your use of the service.
- To identify departmental managers who may be contacted should you cease employment at UCL and where research content may be at risk of becoming 'orphaned' (with no identifiable owner who can advise on the long-term preservation or curation of the data)

We may also use anonymised data, meaning data from which you *cannot* be identified, for the purposes of:

- Service evaluation and capacity management;
- Service reporting and management information;
- Education and research; or
- Fundraising and promotional purposes.

Anonymised data may also be used in published reports or journals and at conferences.

Personally identifiable data added as research content to the service by researchers is visible to administrators, but will not be used for any purpose.

#### **5. Lawful basis for processing personal data**

Public task. The processing of your personal data is necessary for the performance of a task carried out in the public interest, in particular in connection with UCL's core education and research activities. Please see [here](#) for further information on UCL's processing of personal data under the "public task" basis for processing.

#### **6. Who we share your personal data with**

Your personal data will be collected and processed by our staff at UCL. (Access to your personal information is limited to staff who have a legitimate need to see it for the purpose of carrying out their job at UCL.).

A limited number of authorised Research Space staff known in advance to UCL administrators will have access to the UCL ERN, and will only access the ERN in order to provide necessary technical and user support. Access will be conducted in accordance with the data protection and data processing provisions of the Agreement between UCL and Research Space.

## **7. International transfers**

UCL may transfer your personal data outside the European Economic Area in accordance with the privacy policies referred to at section 1 (Introduction). However, research content stored in the Electronic Research Notebook service is stored solely with the UK. Research content that is linked to from within the ERN will be held on servers located as defined by the service that is being linked to.

## **8. Information security**

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. We have established procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

## **9. Data retention**

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

We will keep your personal data according to the UCL [Records Retention Schedule](#).

## **10. Your rights**

Under certain circumstances, you may have the following rights under data protection legislation in relation to your personal data:

- Right to request access to your personal data;
- Right to request correction of your personal data;
- Right to request erasure of your personal data;
- Right to object to processing of your personal data;
- Right to request restriction of the processing your personal data;
- Right to request the transfer of your personal data; and
- Right to withdraw consent.

If you wish to exercise any of these rights, please contact the [Data Protection Officer](#).

## **Contacting us**

You can contact UCL by telephoning +44 (0)20 7679 2000 or by writing to: University College London, Gower Street, London WC1E 6BT.

Please note that UCL has appointed a Data Protection Officer. If you have any questions about this Privacy Notice, including any requests to exercise your legal rights, please contact our Data Protection Officer using the details set out below:

Data Protection & Freedom of Information Officer  
[data-protection@ucl.ac.uk](mailto:data-protection@ucl.ac.uk)

## **11. Complaints**

If you wish to complain about our use of personal data, please send an email with the details of your complaint to the [Data Protection Officer](#) so that we can look into the issue and respond to you.

You also have the right to lodge a complaint with the Information Commissioner's Office (**ICO**) (the UK data protection regulator). For further information on your rights and how to complain to the ICO, please refer to the [ICO website](#).