**Data Protection Referral Form**

**Unfunded Research Projects**

1. **Please confirm that this is an unfunded research project and you have already consulted the UCL ‘**[**Data Protection Guidance for Researchers’**](https://www.ucl.ac.uk/data-protection/guidance-staff-students-and-researchers/research/data-protection-guidance-researchers) **for help before submitting your query**

*If your project is funded, please approach Research Contracts in the first instance.*

1. **Does your query relate to the processing of personal data?**

*If the data is* [*anonymous*](https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/what-is-personal-data/what-is-personal-data/)*, data protection law does not apply and the Data Protection Team are unable to assist.*

1. **Does your query relate to either privacy notices or a data protection impact assessment?**

*If yes, please consider the UCL guidance on* [*privacy notices*](https://www.ucl.ac.uk/data-protection/guidance-staff-students-and-researchers/practical-data-protection-guidance-notices/guidance-writing) *and* [*DPIAs*](https://www.ucl.ac.uk/data-protection/guidance-staff-students-and-researchers/practical-data-protection-guidance-notices/data-protection) *before proceeding further, as it may answer your query.*

1. **Does your query relate to putting in place a data processing agreement?**

*If yes, you can find template data processing agreements for a range of different scenarios* [*here*](https://www.ucl.ac.uk/data-protection/guidance-staff-students-and-researchers/research/data-protection-guidance-researchers)*.*

*For assistance in assessing the role of each party (to determine the appropriate agreement), please review the* [*ICO checklist*](https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/key-definitions/controllers-and-processors/)*.*

1. **Does your query relate to the sharing of data with a third party?**

*If yes, please review* [*UCL guidance*](https://www.ucl.ac.uk/data-protection/sites/data-protection/files/ucl_guidance_on_sharing_personal_data_with_third_parties_final_19.01.21.docx) *on this subject as it may answer your query.*

1. **If you still require assistance, please briefly describe:**
   1. **The background and purposes of the study**
   2. **The reason for processing personal data**
   3. **The type of personal data being processed**
   4. **The amount of personal data being processed and the approximate number of data subjects**
   5. **The involvement of any third parties/partners and how data will flow between the parties**
   6. **whether any data will be transferred outside the UK and where**
   7. **any other information about the data processing that the team should be aware of**

*It is good practice to complete a* [*Data Protection Impact Assessment*](https://www.ucl.ac.uk/data-protection/guidance-staff-students-and-researchers/practical-data-protection-guidance-notices/data-protection) *for all research studies. It is also a legal requirement for any processing of personal data which is likely to present a high risk to the rights and freedoms of the data subjects. You are encouraged to complete a DPIA and attach it as part of this form.*

1. **Please describe the nature of the issue you require specific advice on, including any relevant detail not covered in the above questions.**

*\*\*Please note that we aim to respond to queries within 2 working days, whilst the review of agreements is likely to take around 5 working days. These timeframes are subject to our workload and available resources and we will contact you if we anticipate it taking any longer to respond.*