

## **Research Data Repository Service PRIVACY NOTICE**

### **1. Introduction**

The staff of the Research Data Storage Service 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 Research Data Repository 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 20<sup>th</sup> March 2019.

### **2. About us**

The Research Data Repository Service is provided to UCL staff and students by a team consisting of members of the Research Data Services (part of the Research IT Services at UCL and The UCL Library).

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 Research Data Repository Service may store personal data: administrative; and catalogue metadata. Personally identifiable data must not be included in the actual data files uploaded to the Repository.

At the administrative level, the Research Data Repository Service collects and stores your name and university contact details. From this information we derive departmental affiliations. A log is kept of email correspondence, and an additional log is made of the times you have accessed the service and uploaded data or metadata records.

At the metadata catalogue level, the names and affiliations of people involved in the creation, editing, processing, and transformation of datasets stored in the UCL Research Data Repository are made publicly available via harvestable metadata catalogue records in order to permit the accurate citation of data and enable due credit to be taken for involvement in the production of the data.

Please be aware that **this notice DOES NOT COVER data stored within files uploaded to the Research Data Repository Service** by users. It is the responsibility of the individual depositing data and associated metadata records to ensure that no personal data is uploaded to the service.

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

We will only use your personal data 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 manage access to stored data
- 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 data may be at risk of becoming 'orphaned' (with no identifiable owner who can advise on the long-term preservation or curation of the data)
- To give you due credit for your involvement in the production of research data added to the Repository.

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.

#### **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 in accord

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

Your personal data will be collected and processed by our staff and 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.). User identifiers and email addresses are also visible to our Repository service provider, Figshare.

Digital Science, the owners of Figshare, will process personal data in the course of providing the service to UCL. Digital Science will not share personal data with any other parties without written consent from UCL.

## **7. International transfers**

Neither UCL nor Figshare transfer your personal data outside the European Economic Area (EEA).

## **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](#).