

Storage and security

The University takes a robust approach to protecting your information with dedicated storage areas for research data with controlled access. If you are participating in a particularly sensitive project the University puts into place additional layers of security.

Alongside these technical measures there are comprehensive policies and processes in place to ensure that users and administrators of University information are aware of their obligations and responsibilities for the data they have access to. By default, people are only granted access to the information they require to perform their duties.

Retention of data

Your information will not be kept for longer than is necessary and is usually kept in an anonymised format. The length of time for which we keep your data will depend on a number of factors including the importance of the data, the funding requirements, the nature of the study, and the requirements of the publisher. Details will be given in the information sheet for each project. After anonymisation your data may be stored in the University research data archive where it may be accessed by other researchers with permission from the University.

Contact Us

You should contact the Data Protection Officer (DPO) if you:

- ◁ have a **query** about how your data is used by the University
- ◁ would like to report a **data security breach** (e.g. if you think your personal data has been lost or disclosed inappropriately)
- ◁ would like to **complain** about how the University has used your personal data

Contact details for the Data Protection Officer

Address:

University of Bedfordshire
University Square
Luton
LU1 3JU

Telephone: 01582 489041

Email: DPO@beds.ac.uk