



This leaflet is about:

1. Information we may collect and store about you
2. How we use the information for our research
3. How we keep your information private and safe
4. Your rights

If you would like help to understand this leaflet a member of the research team, or another adult can help explain it.

Did you know?

There are new rules about how we must keep your information. The new rules fall under **UK Data Protection Law** or **UK DPL**.

This covers the **Data Protection Act 2018** and the **UK General Data Protection Regulation**. The new rules started in May 2018.

If you take part in our research projects the University may store **personal information*** about you.

Personal information is also sometimes called **personal data**. It is very important, that you understand what happens with your personal information.

We might have information like:

- < Your **name** and **age**
- < The **project you work with**
- < **Other services you have used**

Each research project is different. You will always receive information about the research project you are taking part in.

Sometimes information we ask you for is very sensitive. This might be

information about: your **race, ethnic origin, religion, health & sexual orientation**.

We are allowed to collect, store and use personal information **if we ask you for permission and look after it properly.**

We will always tell you about any information we wish to collect from you and how we use it and look after it.

Research projects at the University of Bedfordshire are carefully designed to be safe for people to take part in.

Before we can do research our plans are checked by someone to make sure they will not cause anyone harm.

We have to look after your information at all times. We follow laws and rules about how we

■

Contact the University's Data Protection Officer (DPO) if you:

- < have a **question** about how your information is used by the University
- < want to report any problems with how you think your personal information has been stored or shared
- < would like to **complain**

Telephone: 01582 489041

Email: DPO@beds.ac.uk

If we cannot solve your problem, you can also make a complaint to the **ICO (Information Commissioners Office)**. The ICO is the big boss of personal data (information about you).

You can telephone them on 0303 123 1113, Monday to Friday between 9am and 5pm or visit <https://ico.org.uk/concerns/handling/> on their website.

We hope that you now understand a little bit more about what personal information is and what the University does with yours. Remember if any of this is unclear there are lots of people who will be happy to explain this to you.

