

## **Privacy Notice for Research Participants**

This Privacy Notice provides information on how Oxford Brookes University (Oxford Brookes) collects and uses participant's personal information when you take part in one of our research projects. Please refer to the research Participant Information Sheet for further details about the study and what information will be collected about you and how it will be used.

**Oxford Brookes** is the Data Controller of any data that you supply for this research. This means that we are responsible for looking after your information and using it lawfully. We will make the decisions on how your data is used and for what reasons.

### **Why do we need your data?**

We aim to examine how non-technical factors for healthcare delivery and moderating factors impact on COVID-19 team members' perceived leadership, teamworking and performance, their well-being, and employment retention intentions, and if there are longer-term outcomes from COVID-team working experiences on mental health and retention.

### **Oxford Brookes' legal basis for collecting this data is:**

- **Public task:** your Personal Data will be used in academic research. Oxford Brookes University is a public body and staff and students carry out research in line with the University's legal powers and constitution.

Your consent is an ethical requirement.

Oxford Brookes University's legal basis for processing your Personal Data (or information) is as set out in Art 6 UK GDPR.

### **Special Category Data:**

Oxford Brookes may ask you for sensitive data such as: racial or ethnic origin and data concerning your health. This is defined by law as Special Category Data. If Oxford Brookes requests this data it can only be used because one of the following processing exemptions applies as set out in Art 9 UK GDPR:

- You consent to share this information
- Oxford Brookes needs to use this data for scientific or research purposes

### **What type of personal data will Oxford Brookes use?**

We are gathering data in connection with your employer, your occupation, your health, and your experience in NHS COVID response teams. Should you decide to participate in the prize draw or in case you requested to be contacted with information about the study, we will also collect your email address. The email address will be stored separately from research data and will be deleted once the final prize draws have taken place and the summary of findings have been sent to participants (if they opted to be contacted).

### **Who will Oxford Brookes share your data with?**

The data will be processed for collection and analysis using third party data processors (Google, Qualtrics, SPSS, R, Jamovi, RADAR). Personal data and raw data will not be shared beyond OBU, and only aggregated and cleaned data for the purpose of analysis will be shared with our collaborators at two other universities via a safe password protected shared drive at OBU. This allows the sharing of data by invitation only between the Principal Investigator, the Research Fellow, the Research Assistant and the Co-Investigators.

The project partners, i.e., the NHS trusts allowing us to conduct the research will not have access to any raw data, other than the anonymised results.

### **Will Oxford Brookes transfer my data outside of the UK?**

Yes, some of the data shared with third party processors (i.e., Qualtrics, RADAR) require storing of data on servers outside the UK, (i.e., USA, Europe).

### **What rights do I have regarding my data that Oxford Brookes holds?**

- You have the right to be informed about what data will be collected and how this will be used
- You have the right of access to your data
- You have the right to correct data if it is wrong
- You have the right to ask for your data to be deleted
- You have the right to restrict use of the data we hold about you
- You have the right to data portability
- You have the right to object to Oxford Brookes using your data
- You have rights in relation to using your data in automated decision making and profiling.

Your rights will depend on the legal ground used to process your data

### **Where did Oxford Brookes source my data from?**

We rely entirely on your participation for the sourcing of data, this means that we will not collect any data beyond what you're willing to provide us with.

### **Are there any consequences of not providing the requested data?**

There are no consequences of not providing data for this research. It is purely voluntary. If you like to withdraw part way through the research, the Participant Information Sheet includes this information. It may be that some of the data that you have provided has already been used in the research. If you would like more information about this, you should feel free to contact the research team.

### **Will there be any automated decision making using my data?**

There will be no use of automated decision making in scope of UK Data Protection and Privacy legislation.

### **How long will Oxford Brookes keep your data?**

In line with Oxford Brookes policies data generated in the course of research must be kept securely in paper or electronic form for a period of time (10 years following the completion of the study) in accordance with the research funder or University policy. Upon completion of the study, the aggregated and cleaned data will be offered to the UK Data Service for archiving. A summary of the overall findings will be available on the project webpage (see above) and all research articles generated during the grant will be made freely available on Oxford Brookes' RADAR (Research Archive and Digital Asset Repository) system: an open, searchable online archive of research papers.

### **Who can I contact if I have concerns?**

In the event of any questions about the research study, please contact the research team in the first instance. Their contact details are listed on the Participant Information Sheet. If you have any concerns about the way in which the study has been conducted, please contact the Chair of the University Research Ethics Committee at [ethics@brookes.ac.uk](mailto:ethics@brookes.ac.uk). For further details about information use contact the Information Security Management team on [info.sec@brookes.ac.uk](mailto:info.sec@brookes.ac.uk) or the Data Protection Officer at [brookesdpo@brookes.ac.uk](mailto:brookesdpo@brookes.ac.uk). You can also contact the Information Commissioner's Office via their website [ico.org.uk](http://ico.org.uk).