

Privacy notice for research participants (staff)

This privacy notice provides information on how Oxford Brookes University collects and uses your 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 University (OBU) will be 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 properly. While this is collaborative research – and data sharing agreements have been established with the collaborating universities, personal Data and raw data will not be shared beyond OBU, and only pseudoanonymized data for the purpose of analysis will be shared via a safe password protected shared drive at OBU. This allows the sharing of data by invitation only between the Principal Investigators, the Research Fellow, the Research Assistant and the Co-Investigators.

You can contact the University's Information Management Team on 01865 485420 or email info.sec@brookes.ac.uk.

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.

OBU's legal basis for collecting this data is:

- You are consenting to providing it to us; and
- Processing is necessary for the performance of a task in the public interest such as research

What type of data will Oxford Brookes University use?

We are gathering data in connection with your occupation and your experience in NHS COVID response teams. Participants will provide personal contact details necessary to allow contact with them to carry out the interviews. Identifiable personal emails and telephone numbers will be stored separately from research data and then deleted post prize draw (or if participants opt to receive a summary at the end of the study within 3 months of completion). All personal contact details will be destroyed once the final prize draws have taken place (by May 2022).

Interviews will be undertaken online using audio/visual recording devices with the use of 3rd party processors via the platforms zoom, ms teams, google meet. The chosen platforms all meet the data management and data security requirements of the university. The interviews will take place using video and audio. However, only audio recording will be used for data collection. The interview audio data will be stored as mp3 until a pseudonymised transcript has been rendered, upon which the audio will be destroyed. While the interview will be predominantly based on spoken data and pseudonymised before stored as word (docx) file, it will also contain a short mental health survey as well as a brief questionnaire on your particular occupational role, age and living arrangements during COVID-19 deployment (which will be stored as excel (xlsx) file).

Who will OBU share your data with?

The data will be processed for collection and analysis using third party data processors (Google, Microsoft Teams, Zoom, SPSS, NVivo). The interviews will be professionally transcribed by the Research Assistant, bound to data protection guidelines. Personal data and raw data will not be shared beyond OBU, and only pseudonymized 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 or transcripts, other than the anonymised results.

Will OBU transfer my data outside of the UK?

No

What rights do I have regarding my data that OBU 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 the university using your data
- You have rights in relation to using your data in automated decision making and profiling.

Where did OBU 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.

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 OBU 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. Recordings will be immediately transferred to a secure drive following interviews, and the original recording file removed from the recording medium. The audio data will be stored as MP3 files until a transcript has been established, upon which it will be deleted. Study related data (interview transcripts) and personal data (contact details) will be kept in separate electronic databases (password-protected) but linked via a participant identification number (PIN). Access to the personal data will be limited to the named investigators and password protected. Upon completion of the study, the pseudonymised interview transcripts will be anonymised and 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 researchers in the first instance (contact details in the study participant information sheet). If you have any concerns about the way in which the study has been conducted, contact the Chair of the University Research Ethics Committee at ethics@brookes.ac.uk. For further details about information security contact the Data Protection Officer at: brookesdpo@brookes.ac.uk or the Information Management team on info.sec@brookes.ac.uk