

**RESEARCH PRIVACY NOTICE**

This Privacy Notice governs the use and storage of your personal data by the University of Limerick (the University). The processing of this data is carried out in accordance with the General Data Protection Regulation (GDPR) / Data Protection Acts 1988-2018 (“Data Protection Law”) and in accordance with this Data Protection Privacy Notice. The University is the Data Controller for personal data we process about you.

The purpose of this Data Protection Privacy Notice is to explain how the University uses and processes personal data we collect and hold about you as a research participant (“you”, “your”). This notice extends to all your personal data as defined under Article 2(1) of the General Data Protection Regulation (EU) 2016/679.

**1.Title and Purpose of the research project**

* 1. STELA project (StudenT Evaluation and Learning Analytics Project)

1.2**Potential benefits that may arise from the research project**

* 1. To collaboratively work towards the development of an institution-wide Learning Analytics policy and a Student Evaluation Policy

**2. Research Ethics Committee**

2.1Ethical approval was granted by Arts and Humanities Research Ethics Committee on 30th March 2020

**3.Identity of the Data Controller(s)** \*

3.1The Data Controller:

* University of Limerick, Plassey, Limerick.

**4. Identity and Contact Details of the Data Protection Officer of the Data Controller(s)/**

4.1You can contact the University of Limerick’s Data Protection Officer at dataprotection@ul.ie or by writing to Data Protection Officer, Room A1-073, University of Limerick, Limerick.

**5.** **The Identity of the Principal Investigator**

5.1The Principal Investigator for this Research Project is Sinéad O’Sullivan, Director of Quality, University of Limerick

**6. Why the University Holds Your Personal Data**

6.1The University must process your personal data in order to undertake research relating to collaborative work towards the development of an institution- wide Learning Analytics policy and a Student Evaluation Policy.

**7. Research Participant Personal Data held by the University**

7.1 You provide us with your personal data to enable us to undertake the research project. Participation in this research project is voluntary and participants may withdraw without giving any reason. Should you wish to withdraw you may do so by contacting the Principal Investigator at sinead.osullivan@ul.ie.

7.2 The categories of personal data collected/recorded may include:

* Name, email address
* Position/relationship to UL
* Your opinions on learning analytics and use of student data
* Your opinions on how student evaluation should be undertaken and the data used
* Voice recordings
* Transcriptions of voice recording
* Online survey responses

**8. Lawful Basis for University Processing Personal Data**

8.1 Data Protection Law requires that the University must have a valid lawful basis in order to process personal data.

8.2 The University is carrying out this research in the public interest and for scientific, historical or statistical purposes. In doing so, we are relying on Article 6(1)(e) of the GDPR. Where we are processing special category or sensitive personal data, we are relying on Article 9(2)(j) of GDPR. As required under GDPR, we have appropriate safeguards in place in order to protect your personal data; these are set out in the next section.

**9.Protecting Your Personal Data**

9.1 Reasonable appropriate administrative, technical, personnel, procedural and physical measures are employed to safeguard Personal Data against loss, theft and unauthorised uses, access, or modifications.

9.2 All researchers of the University must adhere to the University’s Data Protection Policy when processing Personal Data on behalf of UL (available at [www.ul.ie/dataprotection](http://www.ul.ie/dataprotection)). Non- adherence to the University’s Data Protection Policy may lead to disciplinary action. Researchers of the University shall undertake Data Protection Training before they engage in the research project.

9.3 We commit to keeping your personal data confidential and data will be pseudononymised

**10.Sharing Your Personal Data with Third Parties**

10.1 Where data is shared with a third party, e.g. focus group moderators, transcription services, it will only be done in line with objectives of this project and in accordance with data protection legislation.

**11.Retention of your Personal Data**

11.1 All Personal Data collected for this research project will be retained in accordance with the University’s [Records Management and Retention Policy](http://www.ul.ie/recordsmanagement).

**12.Your Rights**

12.1 Depending on the legal basis which we rely on to process your Personal Data, you may have the right to request that we:

* provide you with information as to whether we process your data and details relating to our processing, and with a copy of your personal data;
* rectify any inaccurate data we might have about you without undue delay;
* complete any incomplete information about you;
* under certain circumstances, erase your Personal Data without undue delay;
* under certain circumstances, be restricted from processing your data;
* under certain circumstances, furnish you with the Personal Data which you provided us within a structured, commonly used and machine-readable format;

12.2 Requests for any of the above should be addressed by email to the Principal Investigator at Sinead.osullivan@ul.ie AND the Data Protection Officer at dataprotection@ul.ie. Your request will be processed within 30 days of receipt. Please note, however, it may not be possible to facilitate all requests, for example, where the University is required by law to collect and process certain personal data including that personal information that is required of any research participant.

12.3 It is your responsibility to let the Principal Investigator know if your contact details change.

**13. Queries, Contacts, Right of Complaint**

13.1 Further information on Data Protection at the University of Limerick may be viewed at [www.ul.ie/dataprotection](http://www.ul.ie/dataprotection). You can contact the Data Protection Officer at dataprotection@ul.ie or by writing to Data Protection Officer, Room A1-073, University of Limerick, Limerick.

13.2 You have a right to lodge a complaint with the Office of the Data Protection Commissioner (Supervisory Authority). While we recommend that you raise any concerns or queries with us first at the following email address sinead.osullivan@ul.ie, you may contact that Office at info@dataprotection.ie or by writing to the Data Protection Commissioner, Canal House, Station Road, Portarlington, Co. Laois.