



# The Administrative Data Research Centre Wales Privacy Statement

The Administrative Data Research Centre Wales (ADRC-W) is committed to protecting your privacy and complies with the principles of the relevant data protection regulations. We are committed to ensuring that your data is handled properly and any information we hold is stored securely and used in a lawful and ethical way.

This privacy policy explains:

- What data we collect;
- On what grounds we hold your personal data;
- How it would be used;
- How long we hold it, and;
- Where it would be stored.

This Privacy Statement relates to the collection, handling and storage of data we obtain from individuals who work with ADRC-W, either those directly employed by ADRC-W or those who work with ADRC-W to undertake research projects.

This Statement does not relate to the anonymised data utilised in ADRC-W projects and that held within the SAIL Databank. For more information on how ADRC-W accesses, stores and manages de-identified data for research visit <https://adrn.ac.uk/get-data/protecting-privacy/>. For details of how data within the SAIL Databank is managed, visit the SAIL website at <https://saildatabank.com/saildata/data-privacy-security/>

## 1.0 ADRC-W and our data contacts

ADRC-W is a research project based within Swansea University. ADRC-W is governed by all Swansea University policies and procedures and is monitored under the Major Projects board reporting framework of Swansea University. Swansea University is the Data Controller and is committed to protecting the rights of individuals in line with the Data Protection Act 1998 (DPA) and the new General Data Protection Regulation (GDPR).

## 2.0 What information does ADRC-W hold and how will it be used

### 2.1 Staff:

Individuals directly employed by ADRC-W at Swansea University or those named on ADRC-W research grant are considered as ADRC-W staff. The data controller holds personal data on employees. This is held under performance of contract.

In addition, the following information will be held by ADRC-W and included on the ADRC-W staff mailing list:

- Name and job title
- Email address
- The name of your organisation, institution or place of work

This information is retained under legitimate interest to enable internal communications on matters relating to ADRC-W.

## 2.2 ADRC-W Project researchers:

These are individuals whose work is directly related to using the data provided through ADRC-W, and who provide personal information to ADRC-W as part of their applications to use the Administrative Data Research Centre Wales to conduct a project. This data is held under specific, explicit and recorded consent which can be withdrawn at any time. The following personal information will be held:

- Name and job title
- Email address
- Curriculum vitae
- Evidence of Safe Researcher training or equivalent having been completed
- The name of your organisation, institution or place of work

All data held for the completion of research using ADRC-W is held within the SAIL Databank and has been provided by third party Data Owners, who impose a number of information governance conditions on use of their data, to ensure that it is appropriate and in the public interest. Part of these conditions are that individuals given access to the data are named, professional researchers with appropriate skills and training. The personal data we collect and hold from researchers is mainly to satisfy these information governance requirements and to demonstrate continued compliance them to any audit undertaken during or after the project lifecycle.

We also use researchers contact details to contact them throughout the life of their project to inform them of their project's status, report any downtime in access to data and other administrative functions required to allow us to set up and manage their project. Researchers should be aware that if consent to hold personal data is withdrawn, this will result in the individual being unable to continue to operate as an ADRC-W project, since we will no longer hold sufficient information to demonstrate their compliance with our information governance requirements.

## 2.3 Project contacts

These are individuals whose work is related to the work of ADRC-W and who would reasonably expect to receive updates on opportunities available through ADRC-W. This data is held under legitimate interest. The following information will be held on the ADRC-W:

- Name and job title
- Email address
- The name of your organisation, institution or place of work

## 3.0 Who receives your information and how long will it be held for

ADRC-W staff data is held under performance of employment contract and may be shared within Swansea University in line Human Resources policies and procedures for the purposes of managing the individual's contract of employment.

Data provided to ADRC-W by project researchers as part of their application to use ADRC-W is not passed on to any third party. Your data will be used solely to comply with our information governance requirements and for the purpose of set up and management of your research project.

Your data will be used solely for the purpose indicated in sections 2.1, 2.2 and 2.3 for the term of the ADRC-W project grant (January 2021). Before this time is reached we will either contact you to ask for your consent again or delete our records of your data.

## 4.0 Our security and your data

We are committed to keeping your data secure. Any data you provide to us will be held only on secure servers owned and administered by Swansea University which are subject to suitable physical, electronic, and managerial procedures to safeguard and secure the information we collect.

If you have any questions about security please contact us on [ADRCWales@Swansea.ac.uk](mailto:ADRCWales@Swansea.ac.uk) or 01792 606151.

### 4.1 Accessing and updating your data

You can change your mind at any time about how we contact you, how we process your data, or ask us to stop contacting [ADRCWales@Swansea.ac.uk](mailto:ADRCWales@Swansea.ac.uk)

As stated in section 2.2, please be aware that if you are an ADRC-W project researcher and you withdraw your consent for us to hold data which you have provided to us, or ask us to stop contacting you we will no longer be able to administer your project and so will withdraw your project access.

We will be proactive in keeping our records up to date and will aim to action all changes to communication preferences within 7 working days.

## 5.0 Your data and your rights

The General Data Protection Regulation (GDPR) strengthens and adds to individuals' rights that exist under the Data Protection Act and ADRC-W is committed to supporting these rights.

You have a right to access your personal information, to rectify, to erase, to restrict and to port your personal information. Please visit the Swansea University Data Protection webpages (<http://www.swansea.ac.uk/the-university/world-class/vicechancellorsoffice/compliance/dataprotection/dataprotectionpolicy/>) for further information in relation to your rights.

Swansea University has a Data Protection Officer who can be contacted through [dataprotection@swansea.ac.uk](mailto:dataprotection@swansea.ac.uk)

Any requests or objections should be made in writing to the University Data Protection Officer:  
University Compliance Officer (FOI/DP)  
Vice Chancellor's Office  
Swansea University  
Singleton Park  
Swansea  
SA2 8PP  
Email: [dataprotection@swansea.ac.uk](mailto:dataprotection@swansea.ac.uk)

## Additional information

If you would like to know more about our data processing, or have any queries regarding the content of this notice then please contact us on [ADRCWales@Swansea.ac.uk](mailto:ADRCWales@Swansea.ac.uk) we will be happy to provide you with any further information that you require.

Please note that ADRC-W may change this notice by updating this page.

This notice was last updated on 14/05/2018

Stay better informed

 @ADRCWales

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Better Knowledge  
Better Society