

## **Scottish Alliance for Food: Co-creation of a Food Research Communication Playbook**

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### **Privacy Notice**

#### **Your Personal Data**

The University of Glasgow will be what's known as the 'Data Controller' of your personal data processed in relation to your participation in the research project 'Scottish Alliance for Food: Academy of Citizens Panel'. This privacy notice will explain how The University of Glasgow will process your personal data.

#### **Why we need it**

The research team are collecting your basic personal data such as name, age, email address and contact details and, where relevant, limited special categories data (e.g., ethnicity, health) in order to process your data and contact you during the study period. We will only collect data that we need in order to provide and oversee this service to you.

#### **Legal basis for processing your data**

We must have a legal basis for processing all personal data. In this instance, the legal basis is public interest.

#### **What we do with it and who we share it with**

All the personal data you submit will be processed by the research team at the University of Glasgow and Glasgow School of Art. All the information you provide will be held securely and confidentially on a password-protected University of Glasgow server. Any reference to your name or other information that might identify you will be separated from the information you provide during the research (research data) and held securely. Your research data will be given an ID number or pseudonym.

It is important to understand that if you say anything that poses a threat to yourself or other people, the research team may have to tell relevant third parties. We would let you know if we had to do this.

#### **How long do we keep it for?**

Your personal data will be retained by the University only for as long as is necessary for processing and no longer than the period of ethical approval (December 2026). After the study has finished, your anonymized research data will be archived on a secure University of

Glasgow server for 10 years, during which time other researchers may be able to access it, if the research team gives them permission to do so.

### **What are your rights?**

You can request access to the information we process about you at any time. If at any point you believe that the information we process relating to you is incorrect, you can request to see this information and may in some instances request to have it restricted, corrected, or erased. You may also have the right to object to the processing of data and to get access to your personal data. Where we have relied upon your consent to process your data, you also have the right to withdraw your consent at any time.

If you wish to exercise any of these rights, please contact [dp@gla.ac.uk](mailto:dp@gla.ac.uk)

### **Who has ethically reviewed the project?**

This project has been ethically approved via the College of Social Sciences Research Ethics Committee.

### **Complaints**

If you wish to raise a complaint on how the research team has handled your personal data, you can contact the University Data Protection Officer who will investigate the matter. Our Data Protection Officer can be contacted at [dataprotectionofficer@glasgow.ac.uk](mailto:dataprotectionofficer@glasgow.ac.uk)

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you can complain to the Information Commissioner's Office (ICO) <https://ico.org.uk/>

I consent to the University processing my personal data for the purposes detailed above.

I have read and understand how my personal data will be used.

Signed:

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Date:

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End of Privacy Notice \_\_\_\_\_