

Privacy Notice for Members of the University of Glasgow Adam Smith Business School Glasgow Experimental Lab (GaEL) Subject Pool

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 membership of the GaEL Subject Pool and participation in research conducted at GaEL. This privacy notice will explain how The University of Glasgow will process your personal data.

Why we need it

We are collecting your basic personal data including your email address, first and last name, date of birth, gender, home address, whether English is your first language, student status, student number, expected year of graduation, field of study, highest completed level of education, employment status, nationality, and other languages, where relevant, to manage your membership of the GaEL subject pool and so that we can invite you to participate in research conducted at GaEL. We are also collecting your banking information to remunerate you for participation in GaEL research activities, where relevant. 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 Consent.

What we do with it and who we share it with

All the personal data you submit is processed by staff at the University of Glasgow within the United Kingdom.

In addition:

- Access to your data is restricted to authorised staff only.
- Stringent security measures are in place to protect your banking information.
- Data collected for research purposes will be done using established protocols to ensure the anonymity of research participants. Therefore, unless stated otherwise, any data collected during any research you participate in at GaEL will never be linked back to you or your subject pool membership.

How long do we keep it for

Your subject pool membership data and banking information provided to GaEL will be retained for 2 years after your last participation in an experiment, or until you request to be removed from the subject pool.

A record of payments made to you for participation in any research activities shall be kept for 6 years after the year of collection for financial record keeping purposes. After this time, your data will be securely deleted.

Anonymous research data collected shall be retained for 10 years as per Research Data Management data retention policy.

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 the right to data portability. 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 or submit your request via the following webform,

<https://glasgow.saasiteu.com/Modules/SelfService/#serviceCatalog/request/A719E970303F48E697239E7FDBBA5BC5>

*Please note that the ability to exercise these rights will vary and depend on the legal basis on which the processing is being carried out.

Complaints

If you wish to raise a complaint on how we have handled your personal data, you can contact the University Data Protection Officer who will investigate the matter. They can be contacted at 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/>

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