

Privacy Notice for any third-party (non-staff member) providing information for Canterbury Christ Church University's submission to REF 2021 (Impact Case Studies).

a. Information about you: what we collect, how we use it and how we keep it safe

The information you have provided will be used by the University to support the development of Impact Case Studies for our submission to REF 2021. The purpose of the Research Excellence Framework 2021 (REF2021) is to assess the quality of UK research and to inform the selective distribution of public funds for research by the four UK higher education funding bodies. The REF outcomes are used to calculate about £2 billion per year of public funding for universities' research and affect their international reputations. The results also inform strategic decisions about national research priorities. The next REF will be undertaken in 2021.

The REF was first carried out in 2014, replacing the previous Research Assessment Exercise. It included for the first time an assessment of the broader impact of universities' research beyond academia; on the economy, society, culture, public policy and services, health, the environment and quality of life. Impact is assessed through the submission of case studies, which describe the changes or benefits brought about by research undertaken at the University. You have provided information in support of one or more of these case studies, which may be included within these case studies and submitted by the University to REF 2021.

All data and personal information you provide will be processed securely within CCCU premises in accordance with the General Data Protection Regulation (GDPR) and the University's own data protection policies <https://www.canterbury.ac.uk/university-solicitors-office/docs/the-data-protection-policy.docx>

b. The legal basis for the processing of the data

We are using information about you because you have given us your consent.

c. Withdrawing your consent

You are free to withdraw consent by end of July 2020 without having to give a reason. To do this please contact ref@canterbury.ac.uk. Before that date if you do decide to withdraw, you can request that any information you provide is destroyed.

d. Recipients of your Personal Data

In November 2020 we will submit the impact case studies as part of our overall REF 2021 submission to the REF team, based at Research England (RE). RE is part of UK Research and Innovation (UKRI), and under this arrangement UKRI has the role of 'data controller' for personal data submitted by us to the REF.

Any information you provide may be submitted by us to UKRI for the purposes of REF 2021 as part of our submission in relation to impact case studies. Case studies submitted will be made publicly available in Spring 2022. Published information may include your name, job title and organisational affiliation if you have given us permission to do so. Other personal details will normally be removed. In some cases the REF team may wish to contact individuals to verify claims made as part of their audit purposes. If you have given us permission to do so we will provide your name, position and contact details to the REF Team for this purpose; this information will not be published.

Further information about how your data will be used and shared once submitted to REF 2021 is available here. <https://www.canterbury.ac.uk/research-and-consultancy/documents/UKRI-REF-2021-Data-Management.pdf> As part of our internal review process we may also make limited provision of information available to external parties.

e. Retention Period

Your data will be retained for purposes of the REF 2021 exercise only for as long as is necessary after which it will be anonymised or destroyed securely.

f. Who to contact if you have a query

If you have any questions, please contact ref@canterbury.ac.uk

g. Rights of the data subject

You have the right to ask for a copy of the information about you that we hold. There is no charge. If you would like to make a request for information you can email us at this address: dp.officer@canterbury.ac.uk.

You have the following rights:

- To ask for inaccurate personal data rectified, or completed if it is incomplete.
- To have personal data erased in certain circumstances.
- To request the restriction or suppression of your personal data in certain circumstances.
- To request the portability of your data in certain circumstances.
- To object to the processing of data in certain circumstances.

You can make a request orally or in writing. We will respond in a calendar month.

h. The Data Controller and further information

The University is the data controller for this data. Our details are as follows

Canterbury Christ Church University

Rochester House

St George's Place

Canterbury

CT1 1UT

i. Complaints

If you have a complaint about the way we handle your data, you can complain to the Data Protection Officer.

The University Data Protection Officer is

Robert Melville

Assistant University Secretary

E-mail: dp.officer@canterbury.ac.uk

Telephone: 01227 767700

The University's Supervisory Authority is

The Information Commissioners Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone: 0303 123 1113

Website: www.ico.gov.uk.

You have a right to complain to the Information Commissioner if you are not satisfied with the way the University handled your data or any complaint you made.