**GDPR privacy notice to be included with participant information sheets**

*This document is designed to provide a template for privacy notices to be included in participant information sheets. It is suitable for researchers who are processing personal data under the ‘research purposes’ exemption outlined on the* [*University Research Integrity website*](https://www.research-integrity.admin.cam.ac.uk/academic-research-involving-personal-data)*. Please consult this page to familiarise yourself with the University’s expectations for researchers whose academic research involves use of personal data before you start conducting your study.*

*To prepare your GDPR privacy notice, please complete the red sections as appropriate for your study and delete any italicised instruction text before saving.*

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**Privacy Notice**

We will be using any personal information you give us in order to undertake this study, and the University of Cambridge will act as the data controller for this purpose. The legal basis for using your personal information is to carry out a task (i.e. academic research) in the public interest.

*[\*] See details about the legal basis for handling ‘special category personal data’ below. If relevant, copy the additional text here.*

The University of Cambridge will keep identifiable information about you for x years after the study has finished/until x. *[Enter as necessary in accordance with funder terms].*

*[\*\*] See additional optional text regarding data handling below. Any relevant items should be copied here.*

Your rights to access, change or move your information are limited, as we need to manage your information in specific ways in order for the research to be reliable and accurate. If you withdraw from the study, we will keep the information about you that we have already obtained for the same reason. To safeguard your rights, we will use the minimum amount of personally-identifiable information possible and ensure that it is stored and maintained in a secure manner.

For further general information about the University of Cambridge’s use of your personal data as a participant in a research study, please see:

<https://www.information-compliance.admin.cam.ac.uk/data-protection/research-participant-data>

*Please note that this privacy notice should normally form part of, or be supplemented by, a participant information sheet that provides details of the specific project and the purpose of the personal data collection as part of that project. Full details on what is normally included in a participant information sheet is provided in Section G of the University’s* [*guidance on academic research involving personal data*](https://www.research-integrity.admin.cam.ac.uk/academic-research-involving-personal-data)*.*

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*[\*] For projects using* ***‘special category personal data’*** *- which includes information about an individual’s racial or ethnic origin; political opinions; religious or philosophical beliefs; Trade Union membership; genetics; biometrics (where used for ID purposes); health; sex life or sexual orientation – an additional* ***‘special legal basis’*** *is required.*

*Using such a basis requires that the researcher has undertaken due diligence to ensure that the public interest of their work is proportionate to the additional risk posed by the processing of special category personal data – normally this will have been achieved through approval by an appropriate research ethics committee.*

*Provided this due diligence is undertaken, researchers may add the following text to the privacy notice:*

Some of your personal information used to carry out this task may include special category data, specifically [insert types of special category data used]. The legal basis for using this data is that the processing is necessary for scientific or historical research purposes [NOTE: researchers may alternatively or additional use the bases that the processing is necessary for archiving purposes in the public interest and/or statistical purposes where appropriate].

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*[\*\*] Additional text regarding specific data handling practices to be included if relevant:*

* We will share your personal data with x for x purposes.
* Your personal data will be shared with x who is/are based in x outside the EEA. The following steps have been taken to protect the confidentiality of your personal data [add details of the steps taken].
* We will supplement the personal information we collect directly from you with information from public sources, namely x.
* *[If your collection of personal data for your project will lead to fully automated decisions being taken that will have a legal or similarly significant effect on the individuals who provided the personal data, please provide information on how the decision is made, its significance and consequences]*