

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](#). 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 instruction text before saving.*

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.

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 below.*

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>

Additional text to be included at [] 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]*

Please note that this privacy notice should normally 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](#).