**Alter’s Privacy Notice for PACES: Physical Activity and Social Connection Study**

**Your Personal Data**

**The University of Glasgow** will be what’s known as the ‘Data Controller’ of your personal data processed in relation to the PACES study. This privacy notice will explain how The University of Glasgow will process your personal data.

**Why we need it**

PACES is a study of social relationships and healthy ageing among older adults in Scotland. As part of the study, we will ask study participants about their friends and family, people they socialise with, and people that can influence their health, wellbeing, and physical activity. These people are the “social contacts” of participants in the PACES study.

If you are a social contact of someone in the PACES study, we will collect personal information about you, including, for example, your name, your relationship with the PACES participant, and your gender and ethnicity. We will collect information at two time points about 18 months apart, in Spring/Summer 2022 and again in Autumn/Winter 2023.

We record your name so that the participant can talk about you and their other social contacts as part of the survey or interview, and also to check if the same social contact is mentioned more than once in different interviews. We collect demographic information, such as gender and ethnicity, from social contacts so that we can measure how similar or different a study participant is from their social contacts.

We will only use name information to make sure that the information about social contacts is accurate. As soon as we conclude the study, we will remove all names and personal information from research datasets and keep all named information confidential. We also remove the names of the original study participants so nobody will ever be able to identify personal information from the study data, apart from the research team who collect the data confidentially.

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

We have a legal basis for processing all personal data. For the PACES study, the legal basis is public task. That is the legal basis for data processing is the public task of a University/Medical Research Council Unit to conduct research into health and social relationships.  We are also processing data about your gender, and ethnicity, and information about the health of study participants. This sensitive information is sensitive and is referred to as special category data. We are processing this special category data on the basis that it is necessary to support this research project which is conducted in the public interest. That means, we collect this sensitive information because it is important to understand how things like gender and ethnicity affect health and wellbeing.

**What we do with the data and who we share it with**

* All the personal data you submit is processed by staff at the University of Glasgow in the United Kingdom.
* Personal information about study participants will be removed and replaced with a pseudonym (an ID number that means that the names of who took part are kept secret).
* We will also create a pseudonym for social contacts, so it will never be possible to find out the names of a social contact in the research data.

**How long we keep the data**

*Your data will be retained by the University for at least 10 years.* It will be stored and kept confidential, and anything that identifies you personally (*e.g.* you name, job role and contact details) will be kept separate from the data used for research purposes. *After this time, a data access committee will decide whether and how to securely delete all personal data.*

**What are your** [**rights**](https://www.gla.ac.uk/myglasgow/dpfoioffice/gdpr/datasubjectrights/)**?\***

You have the right to information about why we are processing data on social contacts, and this privacy notice is how we are giving you that information. We also have provided study participants with information about how use process their data. We are conducting this project in line with article 89 of the General Data Protection Regulation, which means that we will not provide you with the right to see data about you that was collected as part of the research study. You also will not be able to delete or modify the data. The reason we will not let social contacts see, modify or delete their data is to protect the confidentiality of the study participants. PACES is a study about the health of the participants and how their social contacts can influence their health. Everything that the study participants tell us is confidential. This includes any information they tell us about social contacts. Confidentiality is why we won’t provide information to social contacts. Study participants have the right to tell their social contacts about taking part in the study, so they can choose to share this privacy notice with you.

If you wish to discuss your data rights, please contact dp@gla.ac.uk.

**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.

Our Data Protection Officer 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/>