

## Research Data Storage Service PRIVACY NOTICE

### 1. Introduction

The staff of the Research Data Storage Service ) respect your privacy and are committed to protecting your personal data.

Please read this Privacy Notice carefully it describes why and how we collect and use personal data and provides information about your rights. It applies to personal data provided to us, both by individuals themselves or by third parties and supplements the following wider [UCL privacy notice](#)(s):

- [General privacy notice](#) when you visit website
- [Student privacy notice](#)
- [Staff privacy notice](#)

We keep this Privacy Notice under regular review. It was last updated on 20<sup>th</sup> September 2018.

### 2. About us

Research Data Services is part of the Research IT Services at University College London (UCL).

UCL, a company incorporated by Royal Charter (number RC 000631), is the entity that determines how and why your personal data is processed. This means that UCL is the controller of your personal data for the purposes of data protection law.

### 3. Personal data that we collect about you

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

The Research Data Storage Service collects and stores your name and university contact details at [5.1\(2\)\(a\) & \(b\)](#) in order to derive departmental affiliations. A log is kept of email correspondence, and an additional log is made of the times you have accessed the service, changes you have requested to projects, and/or commands sent via SSH.

Please be aware that **this notice DOES NOT COVER research data stored in the Research**

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- To register you as a service user and to manage our relationship with you
- To help you with any enquiries you might have relating to the service
- To manage access to your stored data
- To email you information about changes to the service, service interruptions or performance issues, or other messages directly relating to your use of the service.
- To identify departmental managers who may be contacted should you cease  
  
(with no identifiable owner who can advise on the long-term preservation or curation of the data)

We may also use anonymised data, meaning data from which you *cannot* be identified, for the purposes of:

- Service evaluation and capacity management;
- Service reporting and management information;
- Education and research; or
- Fundraising and promotional purposes.

Anonymised data may also be used in published reports or journals and at conferences.

#### **5. Lawful basis for processing personal data**

Public task. The processing of your personal data may be necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in us.

#### **6. Who we share your personal data with**

## **9. Data retention**

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.