



Research Data Repository Service PRIVACY NOTICE

1. Introduction

The staff of the Research Data Storage Service at UCL) 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 in the context of the Research Data Repository Service and provides information about your

At the metadata catalogue level, the names and affiliations of people involved in the creation, editing, processing, and transformation of datasets stored in the UCL Research Data Repository are made publicly available via harvestable metadata catalogue records in order to permit the accurate citation of data and enable due credit to be taken for involvement in the production of the data.

Please be aware that **this notice DOES NOT COVER data stored within files uploaded to the Research Data Repository Service** by users. It is the responsibility of the individual depositing data and associated metadata records to ensure that no personal data is uploaded to the service.

4. How we use your personal data

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 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 employment (with no identifiable owner who can advise on the long-term preservation or curation of the data)
- To give you due credit for your involvement in the production of research data added to the Repository.

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 is necessary for the performance of a task carried out in the public interest, in particular research activities. Please see [here](#) data in accord

6. Who we share your personal data with

You can contact UCL by telephoning +44 (0)20 7679 2000 or by writing to: University College London, Gower Street, London WC1E 6BT.

Please note that UCL has appointed a Data Protection Officer. If you have any questions about this Privacy Notice, including any requests to exercise your legal rights, please contact our Data Protection Officer using the details set out below:

Data Protection & Freedom of Information Officer
data-protection@ucl.ac.uk

11. Complaints

If you wish to complain about our use of personal data, please send an email with the details of your complaint to the [Data Protection Officer](#) so that we can look into the issue and respond to you.

You also have the right to lodge a complaint with the Information Commissioner's Office (**ICO**) (the UK data protection regulator). For further information on your rights and how to complain to the ICO, please refer to the [ICO website](#).