

‘Talking’ about ESG: Approaches, practices and challenges in UK organisations: National survey and interviews

Full Privacy Notice for Research Participants

How the University of Nottingham processes your personal data

The University of Nottingham, University Park, Nottingham, NG7 2RD (0115 951 5151), is committed to protecting your personal data and informing you of your rights in relation to that data.

The University of Nottingham is registered as a Data Controller under the Data Protection act 1998 (registration No. **Z5654762** – <https://ico.org.uk/ESDWebPages/Entry/Z5654762>).

One of our responsibilities as a data controller is to be transparent in our processing of your personal data and to tell you about the different ways in which we collect and use your personal data. The University will process your personal data in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 and this privacy notice is issued in accordance with the GDPR Articles 13 and 14.

We may update our Privacy Notices at any time. The current version of all of our Privacy Notices can be found

at <https://www.nottingham.ac.uk/utilities/privacy.aspx> and we encourage you to check back regularly to review any changes.

The Data Protection Officer

The University has appointed a Data Protection Officer. Their postal address is:

Data Protection Officer,

Legal services

A5, Trent Building,

University of Nottingham,

University Park,

Nottingham

NG7 2RD

They can be emailed at dpo@nottingham.ac.uk.

Your personal data and its processing

We define personal data as information relating to a living, identifiable individual. It can also include "special categories of data", which is information about your racial or ethnic origin, religious or other beliefs, and physical or mental health, the processing of which is subject to strict requirements. Similarly information about criminal convictions and offences is also subject to strict requirements. "Processing" means any operation which we carry out using your personal data e.g. obtaining, storing, transferring and deleting.

We only process data for specified purposes and if it is justified in accordance with data protection law. Detail of each processing purpose and its legal basis is given in each privacy notice listed below, please select the one most relevant to your relationship to the University.

Why we collect your personal data

We collect personal data under the terms of the University's Royal Charter in our capacity as a teaching and research body to advance education and learning.

Legal basis for processing your personal data under GDPR

The legal basis for processing your personal data on this occasion is Article 6(1a) consent of the data subject.

Special category personal data

In addition to the legal basis for processing your personal data, the University must meet a further basis when processing any special category data, including: personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union

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membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation.

The basis for processing your sensitive personal data on this occasion is Article 9(2a) the data subject has given explicit consent to the processing.

How long we keep your data

The University may store your data for up to 25 years and for a period of no less than 7 years after the project finishes. The researchers who gathered or processed the data may also store the data indefinitely and reuse it in future studies. Measures to safeguard your stored data include storing digital data in password-protected files and repositories, storing any hard copies of your identifiable data in locked storage boxes, replacing your name with a pseudonym where you request us to do so, and removing other identifiable details (e.g., your role, location) where you request us to do so.

Who we share your data with

Extracts of your data may be disclosed in published works that are posted online for use by the scientific community. Your data may also be stored indefinitely on external data repositories (e.g., the UK Data Archive) and be further processed for archiving purposes in the public interest, or for historical, scientific or statistical purposes. It may also move with the researcher who collected your data to another institution in the future.

Your rights as a data subject

You have the following rights in relation to your personal data processed by us:

Right to be informed

The University will ensure you have sufficient information to ensure that you're happy about how and why we're handling your personal data, and that you know how to enforce your rights.

The University provides information in the form of privacy notices. Our Privacy Notices pages can be found at <https://www.nottingham.ac.uk/utilities/privacy/privacy.aspx>.

Right of access / right to data portability

You have a right to see all the information the University holds about you. Where data is held electronically in a structured form, such as in a database, you have a right to receive that data in a common electronic format that allows you to supply that data to a third party - this is called "data portability".

To make a request for your own information please see the link

here: <https://www.nottingham.ac.uk/governance/records-and-information-management/data-protection/data-protection.aspx>

To receive your information in a portable form, send an email your request to data-protection@nottingham.ac.uk

Right of rectification

If we're holding data about you that is incorrect, you have the right to have it corrected.

Please email any related request to data-protection@nottingham.ac.uk.

Right to erasure

You can ask that we delete your data and where this is appropriate we will take reasonable steps to do so.

Please email any related request to data-protection@nottingham.ac.uk.

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Right to restrict processing

If you think there's a problem with the accuracy of the data we hold about you, or we're using data about you unlawfully, you can request that any current processing is suspended until a resolution is agreed.

Please email any related request to data-protection@nottingham.ac.uk.

Right to object

You have a right to opt out of direct marketing.

You have a right to object to how we use your data if we do so on the basis of "legitimate interests" or "in the performance of a task in the public interest" or "exercise of official authority" (a privacy notice will clearly state to you if this is the case). Unless we can show a compelling case why our use of data is justified, we have to stop using your data in the way that you've objected to.

For direct marketing, there will be an opt-out provided at the point of receipt. To object to how we use your data, email your request to data-protection@nottingham.ac.uk.

Rights related to automated decision making including profiling

We may use a computer program, system or neural network to make decisions about you (for example, everyone that is on a particular course gets sent a particular letter) or to profile you. You have the right to ask for a human being to intervene on your behalf or to check a decision.

Please email any related request to data-protection@nottingham.ac.uk.

Withdrawing consent

If we are relying on your consent to process your data, you may withdraw your consent at any time.

Exercising your rights, queries and complaints

For more information on your rights, if you wish to exercise any right, for any queries you may have or if you wish to make a complaint, please [contact our Data Protection Officer](#).

Complaint to the Information Commissioner

You have a right to complain to the Information Commissioner's Office (ICO) about the way in which we process your personal data. You can make a complaint on [the ICO's website](#).

Privacy notices

Please consult the privacy notice that best fits your relationship with the University.