



Data Protection Privacy Notice

This Privacy Notice explains how your personal information is processed and your rights regarding that information.

Please also refer to the Participant Information Sheet for further details about the research project, what information will be collected about you, and how it will be used.

Contact Details

Researcher: Kathleen Lawther

Project Title: Backlog: The history and practice of collections documentation and museums' contribution to the digital cultural record

Contact Address: Kathleen Lawther, c/o School of Museum Studies, 19 University Road, Leicester LE1 7RF

Contact Email Address: kel11@leicester.ac.uk

For queries about this PhD research project, please contact the researcher: Kathleen Lawther at kel11@leicester.ac.uk

The School of Museum Studies is part of the [University of Leicester](https://www.le.ac.uk). The University is the Data Controller for your information. Contact details for the University's ethics committee and Data Protection Officer can be found on the last page of this document.

What personal information is being collected?

In the survey, where you agree to, the researcher may collect the following data:

- Your name
- Your email address
- Your job title (optional)

How will the personal information be used?

You will be asked to provide your name and an email for the purposes of contacting you with regards to consent and/or possible participation in follow up interviews and discussion groups.

You will be asked to provide your job title for the purposes of monitoring responses to the survey and ensuring a representative sample.

Any identifiable data will be seen only by the researcher and will not be shared with anyone else. Your name will be anonymized in any presentation of your responses. Presentation of your responses may include your job title if you choose to share it, except for unique job titles that may be used to identify you.

Identifiable job titles and any other details you provide that might be used to identify people, places or situations will be suitably modified to protect your and others' identities.

University of Leicester's legal basis for collecting this data

The legal basis for the processing of your participant information is "Public Task" as set out in GDPR Article 6.1(e). Research is a public task that the University of Leicester performs in the public interest, and is part of its core functions as a University.

This research is not collecting any data defined by UK GDPR as special category data.

How will the personal information be stored?

The survey is conducted by JISC, which has been fully risk assessed. All data will be removed from JISC once the survey returns have been retrieved and will be securely stored in University of Leicester servers. Our servers have Cyber Essentials certification and are extremely secure. Data will be held within the [European Economic Area \(EEA\)](#) in full compliance with data protection legislation.

How long will the University of Leicester keep my data?

Your identifiable data will be held for no longer than 3 months from when the study ends (March 2025). Anonymised data from the study will be held by the University of Leicester for 6 years.

What are your rights and how to enforce them?

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

If you wish to exercise any of these rights, please contact the University's Information Assurance Service by email ias@leicester.ac.uk

You can stop being part of the research project at any time, without giving a reason, but the researcher will keep non-identifiable information about you that they already have and continue to use this for the purposes of the research project as outlined in the Participant Information Sheet.

Who can I contact if I have concerns?

If you require any further information, please contact the School of Museum Studies' Departmental Ethics Officer:

Dr David Unwin

School of Museum Studies, College of Social Sciences, Arts and Humanities,
University of Leicester, University Road, Leicester, LE1 7RF

T: +44 116 252 3947

E: dmu1@leicester.ac.uk

If you have any concerns about the way in which the research project has been conducted, please contact the Chair of the University Research Ethics Committee at ethics@leicester.ac.uk.

The University's Data Protection Officer is: Parmjit Singh Gill, who can be contacted at: dpo@leicester.ac.uk

You can also complain to the Information Commissioner's Office if you are unhappy with how we have used your data:

Address: Information Commissioners Office, Wycliffe House, Water Lane,
Wilmslow, Cheshire, SK95AF.

Tel: 0303 123 1113.

ICO website: www.ico.co.uk