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**Privacy Notice**

**PART 1 – GENERIC PRIVACY NOTICE**

Durham University has a responsibility under data protection legislation to provide individuals with information about how we process their personal data. We do this in a number of ways, one of which is the publication of privacy notices. Organisations variously call them a privacy statement, a fair processing notice or a privacy policy.

To ensure that we process your personal data fairly and lawfully we are required to inform you:

* Why we collect your data
* How it will be used
* Who it will be shared with

We will also explain what rights you have to control how we use your information and how to inform us about your wishes. Durham University will make the Privacy Notice available via the website and at the point we request personal data.

Our privacy notices comprise two parts – a generic part (i.e. common to all of our privacy notices) and a part tailored to the specific processing activity being undertaken.

**Data Controller**

The Data Controller is Durham University. If you would like more information about how the University uses your personal data, please see the University’s [Information Governance webpages](https://www.dur.ac.uk/ig/) or contact Information Governance Unit:

Telephone: (0191 33) 46246 or 46103

E-mail: [information.governance@durham.ac.uk](mailto:information.governance@durham.ac.uk)

Information Governance Unit also coordinate response to individuals asserting their rights under the legislation. Please contact the Unit in the first instance.

**Data Protection Officer**

The Data Protection Officer is responsible for advising the University on compliance with Data Protection legislation and monitoring its performance against it. If you have any concerns regarding the way in which the University is processing your personal data, please contact the Data Protection Officer:

Jennifer Sewel

University Secretary

Telephone: (0191 33) 46144

E-mail: [university.secretary@durham.ac.uk](mailto:university.secretary@durham.ac.uk)

**Your rights in relation to your personal data**

**Privacy notices and/or consent**

You have the right to be provided with information about how and why we process your personal data. Where you have the choice to determine how your personal data will be used, we will ask you for consent. Where you do not have a choice (for example, where we have a legal obligation to process the personal data), we will provide you with a privacy notice. A privacy notice is a verbal or written statement that explains how we use personal data.

Whenever you give your consent for the processing of your personal data, you receive the right to withdraw that consent at any time. Where withdrawal of consent will have an impact on the services we are able to provide, this will be explained to you, so that you can determine whether it is the right decision for you.

**Accessing your personal data**

You have the right to be told whether we are processing your personal data and, if so, to be given a copy of it. This is known as the right of subject access. You can find out more about this right on the University’s [Subject Access Requests webpage](https://www.dur.ac.uk/ig/dp/sar/).

**Right to rectification**

If you believe that personal data we hold about you is inaccurate, please contact us and we will investigate. You can also request that we complete any incomplete data.

Once we have determined what we are going to do, we will contact you to let you know.

**Right to erasure**

You can ask us to erase your personal data in any of the following circumstances:

* We no longer need the personal data for the purpose it was originally collected
* You withdraw your consent and there is no other legal basis for the processing
* You object to the processing and there are no overriding legitimate grounds for the processing
* The personal data have been unlawfully processed
* The personal data have to be erased for compliance with a legal obligation
* The personal data have been collected in relation to the offer of information society services (information society services are online services such as banking or social media sites).

Once we have determined whether we will erase the personal data, we will contact you to let you know.

**Right to restriction of processing**

You can ask us to restrict the processing of your personal data in the following circumstances:

* You believe that the data is inaccurate and you want us to restrict processing until we determine whether it is indeed inaccurate
* The processing is unlawful and you want us to restrict processing rather than erase it
* We no longer need the data for the purpose we originally collected it but you need it in order to establish, exercise or defend a legal claim and
* You have objected to the processing and you want us to restrict processing until we determine whether our legitimate interests in processing the data override your objection.

Once we have determined how we propose to restrict processing of the data, we will contact you to discuss and, where possible, agree this with you.

**Retention**

The University keeps personal data for as long as it is needed for the purpose for which it was originally collected. Most of these time periods are set out in the [University Records Retention Schedule](https://www.dur.ac.uk/ig/rim/retention/).

**Making a complaint**

If you are unsatisfied with the way in which we process your personal data, we ask that you let us know so that we can try and put things right. If we are not able to resolve issues to your satisfaction, you can refer the matter to the Information Commissioner’s Office (ICO). The ICO can be contacted at:

Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF

Telephone: 0303 123 1113

Website: [Information Commissioner’s Office](https://ico.org.uk/)

**PART 2 – TAILORED PRIVACY NOTICE**

This section of the Privacy Notice provides you with the privacy information that you need to know before you provide personal data to the University for the particular purpose(s) stated below.

**Project Title:**

In Sickness and In Health: A Study on the Perception of Illness in the Human Voice

**Type(s) of personal data collected and held by the researcher and method of collection:**

Voice recordings will be collected (and anonymised). The participants will record these themselves with their own devices, and at different times of the year.

These participants will consent to having their anonymised recording used via an online form.

Anonymous ratings of these voices will also be collected.

We will ask the participant to click a confirmation button to consent to take part in this study.

**Lawful Basis**

Collection and use of personal data is carried out under the University’s public task, which includes teaching, learning and research.

**How personal data is stored:**

All ratings data will be anonymised from its creation. The voice recordings will be stored under encrypted filenames on a password-protected computer, so only the researchers will be able to match a particular recording with a particular participant. These files will then be anonymised completely once the study has concluded.

**Further information:**

If you require any further information, please contact James Rutter: email: [james.e.rutter@durham.ac.uk](mailto:james.e.rutter@durham.ac.uk)