

Transparency Notice

How will your information be used about you?

Research Study Title: Self-Initiated Humour Protocols:

A pilot study in the non-clinical population

Imperial College London is the sponsor for this study and will act as the data controller for this study. This means that we are responsible for looking after your information and using it properly. Imperial College London will keep your personal data for:

- 10 years after the study has finished in relation to data subject consent forms.
- 10 years after the study has completed in relation to primary research data.

We will need to use information from you for this research project.

This information will include your initials, name, gender, age, education, contact detail, country of residence, marital status, past surgery, past psychiatric illness, past or current psychotherapy. People will use this information to do the research or to check your records to make sure that the research is being done properly.

People who do not need to know who you are will not be able to see your name or contact details. Your data will have a code number instead.

We will keep all information about you safe and secure.

Once we have finished the study, we will keep some of the data so we can check the results. We will write our reports in a way that no-one can work out that you took part in the study.

Legal Basis

As a university we use personal information to conduct research that will either be in the public interest, or the legitimate interests of the College.

As a publicly-funded organisation we have to ensure that when we use personally-identifiable information from people who have agreed to take part in research, it is either in the public interest, or that our legitimate purposes are both properly notified to you and are not overridden by your rights.

We will conduct scientific research in compliance with the law and the recommendations and guidance published by the UK Information Commissioners Office (ICO). This will follow similar rules to health and care research but may not meet the definition of the College's public interest task. In such cases we will be holding and using your data for what are deemed our "legitimate interests".

International Transfers

There may be a requirement to transfer information to countries outside the European Economic Area (for example, to a research partner). Where this information contains your personal data, Imperial College London will ensure that it is transferred in accordance with data protection legislation. If the data is transferred to a country which is not subject to a European Commission (EC) adequacy decision in respect of its data protection standards, Imperial College London will enter into a data sharing agreement with the recipient organisation that incorporates EC approved standard contractual clauses that safeguard how your personal data is processed.

Sharing your information with others

For the purposes referred to in this privacy notice and relying on the bases for processing as set out above, we will share your personal data with certain third parties.

- Other College employees, agents, contractors and service providers (for example, suppliers of printing and mailing services, email communication services or web services, or suppliers who help us carry out any of the activities described above). Our third party service providers are required to enter into data processing agreements with us. We only permit them to process your personal data for specified purposes and in accordance with our policies.

What are your choices about how your information is used?

You can stop being part of the study at any time, without giving a reason, but we will keep information about you that we already have.

- We need to manage your records in specific ways for the research to be reliable. This means that we won't be able to let you see or change the data we hold about you.
- If you agree to take part in this study, you will have the option to take part in future research using your data saved from this study.

Where can you find out more about how your information is used?

You can find out more about how we use your information by asking one of the research team.

Complaint

If you wish to raise a complaint on how we have handled your personal data, please contact Imperial College London's Data Protection Officer via email at dpo@imperial.ac.uk, via telephone on 020 7594 3502 and/or via post at Imperial College London, Data Protection Officer, Faculty Building Level 4, London SW7 2AZ.

If you are not satisfied with our response or believe we are processing your personal data in a way that is not lawful you can complain to the Information Commissioner's Office (ICO). The ICO does recommend that you seek to resolve matters with the data controller (us) first before involving the regulator.