

## Privacy Notice for Research Project: “TIME EEG”

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### Your Personal Data

*The University of Glasgow will be what’s known as the ‘Data Controller’ of your personal data processed in relation to the research project: “TIME EEG”. This privacy notice will explain how The University of Glasgow will process your personal data.*

### Why we need it

*We may collect your basic personal data such as name, address/contact details in order to be able to contact you during the data collection. We are also collecting your demographic details, including your gender, age, handedness and occupation. These details are used to characterise the participants sample for this research study. Please be aware that this demographic information will not be linked to your personal identity.*

### Legal basis for processing your data

*We must have a legal basis for processing all personal data. In this instance, the legal basis is consent.*

### What we do with it and who we share it with

- All the personal data you submit is processed by staff at the University of Glasgow in the United Kingdom. Your identity will be protected by using an alphanumeric code to refer to your data. Only authorised staff from the university can access the consent forms containing your personal details. These forms are stored in locked cabinet with limited access.*
- In addition, your anonymised data will be shared in an online data repository with open access on the Open Science Framework (OSF) platform (<https://osf.io/>). It is important to note that this data will not contain any information that could be used to trace back to your identity. Doing this allows us to share the data with the broader scientific community, contributing to the reproducibility of scientific research.*

### How long do we keep it for

*Your data will be retained by the University for 10 years. After this time, data will be securely deleted.*

### What are your [rights](#)?\*

*You can request access to the information we process about you at any time. If at any point you believe that the information we process relating to you is incorrect, you can request to see this information and may in some instances request to have it restricted, corrected or erased. You may also have the right to object to the processing of data and the right to data portability. Where we have relied upon your consent to process your data, you also have the right to withdraw your consent at any time.*

If you wish to exercise any of these rights, please submit your request via the [webform](#) or contact [dp@gla.ac.uk](mailto:dp@gla.ac.uk).

\*Please note that the ability to exercise these rights will vary and depend on the legal basis on which the processing is being carried out.

## Complaints

If you wish to raise a complaint on how we have handled your personal data, you can contact the University Data Protection Officer who will investigate the matter.

Our Data Protection Officer can be contacted at [dataprotectionofficer@glasgow.ac.uk](mailto:dataprotectionofficer@glasgow.ac.uk)

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you can complain to the Information Commissioner's Office (ICO) <https://ico.org.uk/>

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☐ I consent to the University processing my personal data for the purposes detailed above.

☐ I have read and understand how my personal data will be used.

Signed:

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Date:

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