

# PEARL Privacy Notice

*(Public Engagement for All with Research at Lincoln)*

*PEARL is a University of Lincoln UKRI-funded project looking to enhance recognition, support, visibility and opportunities for involving people beyond the University in research.*



UNIVERSITY OF  
LINCOLN

## What information we collect about you and how we use your information

The PEARL team at the University of Lincoln collects personal information about you when; you complete a survey or evaluation form, sign up to an event or mailing list, join our engaged researcher network, apply for an opportunity (e.g. grant) or provide us with information about your public engagement with research. We use this information to complete research, contact you about news / events, improve future events and offer opportunities. This notice explains more about how we use your personal information.

Data collection for the purposes of research; is collected on the basis of the University's public task as a research institution where;

- you have answered a survey. Survey data will be used only for the research aim outlined in the Survey introduction or questions. Survey answers will remain anonymous unless you choose to include your details for a purpose outlined in the survey (e.g. opt in to a mailing list, offer training, add to our events archive or otherwise outlined). In this case your data will still be analysed and reported anonymously and we would only use personal data for the purpose indicated (e.g. to join a mailing list or communicate with you regarding offering training).
- you have completed an evaluation form. Evaluation data will remain anonymous unless you choose to include your details and opt in to a mailing list; in this case the data will still be recorded and analysed anonymously. Evaluation data will be used to improve future events, improve understanding of public engagement with research at Lincoln and to report anonymously on outcomes / successes / learning from events.
- Attended an event; attendance data will be used to improve future events, improve understanding of public engagement with research at Lincoln and to report anonymously on outcomes / successes / learning from events.

Where demographic data is collected during any research, this is for the purpose of understanding and enhancing how the University engages with the public.

Data collection for the purpose of constructing a mailing list; your data will only be included on this if you have agreed to opt in. We will not share this mailing list with any other party, and will only contact you regarding relevant news, opportunities, events and activities. Occasionally these updates will include relevant opportunities, news, events or activities from organisations or individuals that are external to the University of Lincoln and you may be given the opportunity to contact them or, with your clear and specific permission at that time, allow us to share your details with them.

Personal data will only be accessed by the University of Lincoln, unless otherwise explicitly permitted by you. If data is shared further, it will be done so anonymously. You can keep your details up to date by contacting the PEARL team on below details.

Cookies: the University occasionally uses cookies and other technologies on its website that collect data about you when you use them. Where this occurs further information will be available in a cookies policy which can be found here: <http://www.lincoln.ac.uk/home/termsconditions>.

## Information we may share with other organisations

Where findings from our surveys, evaluations, events and opportunities are reported on or shared outside of the University (e.g. with our funding and supporting organisations UK Research and Innovation or National Coordinating Centre for Public Engagement) it will be anonymised / pseudonymised and remain unidentifiable to any individual.

The University uses a number of suppliers who process personal information on our behalf. These include suppliers of software services. These act strictly on our instructions and must not use the information for their own purposes.

In exceptional circumstances we may be asked to share your information with police or other investigators if it would prevent or detect crime or safeguard a person's wellbeing. Each instance will be judged on its own merit and any sharing of information will be done within the law.

### Information processed abroad

In the unlikely event that the answers you have given are shared with another University or collaborator abroad, data will be anonymised / pseudonymised and remain unidentifiable to any individual.

### How long we keep your information

Data, including attendance data from events, mailing list and survey data, will be retained on record unless or until you request otherwise, for the purposes of continuing to understand and enhance how the University and its staff and students engage with the public on research.

If you access additional University services these may keep a record of your contact and will provide you with details of how long they keep your information.

### Accessing your information and other rights

You have a number of rights relating to your personal information. These include:

- Access** You have the right to request a copy of any personal information we hold about you.  
If you would like a copy of any of your information please contact the Information Compliance team on the details below. The team will process your request within a month.
- Portability** If you have provided information on the basis of your consent or for a contract then you can request a digital copy so you can send it to another organisation.  
To request a copy please contact the Information Compliance team on the details below. The team will process your request within a month.
- Correction** If any of the information we hold about you is incorrect or incomplete then please let us know. You have the right to have your information corrected so that we hold accurate records about you.
- Erasure** This is also known as the right to be forgotten. You can request that your personal information is erased if it is no longer necessary for the University to keep it, or you withdraw consent that you have previously provided, or you object and there is no overriding grounds to keep it or if it is unlawful to continue to keep it.
- Restriction** You can request that the use of your personal information is limited to storage only and that we use it for no other purpose. This applies where you contest the accuracy of the personal information we hold, or our use of the information is unlawful, or we no longer need the information except in relation to legal claims, or you object to the use of your data and we need to verify whether or not our purpose for keeping it overrides the grounds of your objection.

The Information Compliance team can be contacted on the details below.

### How to object or withdraw consent

If you object to our use of your personal information then we must stop unless we can demonstrate compelling legitimate grounds for continuing. If you have provided your consent for the use of your personal information then you can withdraw this consent at any time. Please contact the PEARL team on the below details regarding any objection or desire to withdraw.

### How to contact us or make a complaint

For the PEARL team please contact [pearl@lincoln.ac.uk](mailto:pearl@lincoln.ac.uk).

If you have a query about your personal information access or rights, or would like to make a complaint, then please contact the Information Compliance team by email on [compliance@lincoln.ac.uk](mailto:compliance@lincoln.ac.uk) or by post at Information Compliance, Secretariat, University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

For general enquiries please call 01522 88 2000 or write to University of Lincoln, Brayford Pool, Lincoln, LN6 7TS. You can find contact details for individual teams and staff by visiting <http://staff.lincoln.ac.uk>.

You can also make complaints directly to the Information Commissioner's Office (ICO). The ICO is the independent authority upholding information rights for the UK. Their website is [ico.org.uk](http://ico.org.uk) and their telephone helpline number is 0303 123 1113.