**PRIVACY NOTICE **

As a member of the d/Deaf Emotional Access Focus (DEAF) mental health research network (Faculty of Health & Life Science, Swansea University), the following document outlines how we process your data.

Swansea University is the Data Controller and is committed to protecting the rights of individuals in line with the Data Protection Act 1998 (DPA) and the new General Data Protection Regulation (GDPR).

**What information do we collect about you?**

Upon registration, you provide us with personal data relating to your name, and contact details. When participating in our network or research activities, your data is stored in password-protected files on password-protected computers. This will relate to the network’s activities, communications, and updates.

**How will your information be used?**

It allows us to contact you with information regarding news and events that you may wish to get involved with (e.g. research projects, opportunities to get involved with specific project steering groups, early ideas, funding applications).

**What is our legal basis for processing your personal data?**

By registering and providing these details, you opt-in to the database for the purpose of being contacted about research opportunities and updates, thereby providing consent for us to process your data in this manner.
You are of course free to withdraw your consent at any time, meaning your data will be removed from the database. To do so, please contact us by email.

**Who receives your information?**

It is only the database managers (currently Dr Julia Terry) that has direct access to the personal information you provide at registration, and are responsible for processing it as outlined above. Your data is not transferred onto other parties.

**How long will your information be held?**

The purpose of data processing is on-going, such is the nature of our research activities. Your data will, therefore, be held indefinitely, or until which time you wish to withdraw your contact details.

**What are your rights?**

You have a right to access your personal information, to object to the processing of your personal information, to rectify, to erase, to restrict and to port your personal information. Please visit the [University Data Protection webpages](https://www.swansea.ac.uk/about-us/compliance/data-protection/) for further information in relation to your rights.

In the first instance, any requests or objections should be made to the database managers by email (takepart@swansea.ac.uk) or by telephone (01792 518 530).

Requests or objections can also be made in writing to the University Data Protection Officer, by email (dataprotection@swansea.ac.uk) or post:

University Compliance Officer (FOI/DP)
Vice-Chancellor’s Office
Swansea University
Singleton Park
Swansea
SA2 8PP

**How to make a complaint**

If you are unhappy with the way in which your personal data has been processed you may in the first instance contact the database managers or the University Data Protection Officer, using the contact details above.

If you remain dissatisfied then you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at:

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