

RESEARCH IMPACT PRIVACY NOTICE

The University of Bristol (“The University”) is committed to protecting your personal data and for keeping you informed about how information about you is used.

This notice outlines how the Research Excellence Framework (REF) Impact Team process your personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This notice should be read in conjunction with the University’s [top level privacy notices](#).

We recommend you review this privacy notice carefully, so you fully understand the uses of your personal data before providing any impact evidence or statements.

Types of personal data processed

In order to prepare and evidence impact case studies we need to process the following type of data about you:

- Name & contact details (such as email address, telephone number and professional address)
- Job title or professional role
- Organisation or institutional affiliation
- Correspondence with the University relating to research impact
- Interview recordings, transcripts, testimonials, statements or quotations describing the impact of, and your engagement with, UoB research
- Evidence confirming outcomes or benefits arising from research activities

We do not normally intend to process special categories of data as part of REF impact evidencing activities. However, in limited circumstances, impact evidence or testimonials may include information relating to:

- health data
- racial or ethnic origin
- religious or philosophical beliefs
- sexual orientation

Where this information is voluntarily provided and directly relevant to evidencing the impact arising from our research.

How we collect your data and how we use it

The information we process about you is collected from a number of sources, including:

- Direct correspondence with you via email, meetings, interviews or surveys
- Information provided voluntarily by individuals contributing testimonials or corroborating statements
- Existing University records relating to research partnerships or engagement activities
- Publicly available professional information
- Information provided by third-party partner organisations collaborating with the University

The above information is processed to evidence, verify, manage and narrate the impacts arising from UoB research activities for submission to the [Research Excellence Framework](#) and related audit processes.

We will use your information to:

- contact you regarding research impact activities or evidence
- request, record and manage testimonials or corroborating statements
- analyse and verify evidence supporting impact claims
- draft and prepare REF impact case studies
- evidence impacts during institutional review, audit or assessment processes
- maintain records demonstrating compliance with REF requirements

Impact case studies submitted to the Research Excellence Framework may include identifiable professional information about individuals who have contributed to or benefited from research activities. This may include your name, job title, organisation, and approved quotations or testimonials describing the impact of research.

Submitted impact case studies are published by the REF funding bodies and may be made publicly available online (see [REF 2021](#) for reference).

Where possible, personal data included within impact case studies or supporting documentation will be minimised, pseudonymised or anonymised prior to wider circulation or submission.

We will not use your personal data for direct marketing purposes.

We will not use your personal data for automated decision making about you or for profiling purposes.

We will process your personal data either in ways you have consented to, or because it is otherwise necessary for a lawful purpose.

The lawful basis for us to process your personal data for the above purposes is:

- Consent; because you have agreed to it being used as set out in this notice and where identifiable quotations, testimonials or professional attribution are included within REF impact case studies that will be publicly available
- Public task; because we are undertaking activities in the exercise of our official authority or to perform tasks in the public interest
- Legitimate interests; because it is necessary for the University's legitimate interests or the interest of a third party

The special category data listed above is processed for the above purposes either because you have consented to it or because it is being used for reasons of substantial public interest or for use archiving, research and statistics purposes.

Sharing your personal data

Your personal data will be collected and processed primarily by University staff.

We may need to share your personal data with internal parties, including:

- academic staff preparing impact case studies
- faculty and school research management teams
- institutional REF coordination teams
- research governance, legal, audit and information compliance staff

Where access is necessary for REF preparation, verification or audit purposes, we may need to share your personal data with:

- UK higher education funding and assessment bodies responsible for administering the Research Excellence Framework, including Research England
- REF panel members and appointed assessors
- external auditors or regulators where required

Identifiable information may be shared where necessary to verify evidence or corroborate impact claims.

There may also be instances where we share your personal data with external parties who are linked to the research, such as research project collaborators for their own impact evaluation exercises. In these instances, who the information is being shared with and for what purposes, including linking to the other organisation's privacy notice(s) where possible, will be made clear and consent gained for this purpose. Any personal data submitted by UoB to these organisations will be collected, stored, and processed in accordance with their relevant data protection legislation. UoB will ensure that anyone who has access to your data will respect its

confidentiality and will only process it in accordance with instructions issued for the purposes specified.

Where possible, information shared externally will be anonymised or minimised. However, REF impact case studies are intended for publication and may contain identifiable professional information including names, job titles, organisational affiliations and approved quotations where this is necessary to evidence research impact. Published REF impact case studies are made publicly available by the UK REF funding bodies on publicly accessible websites and may be accessed internationally.

We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow third party service providers to use your personal data for their own purposes, we only permit them to process your personal data for specified purposes and in accordance with our instructions.

Please note that we may need to share your personal information with a regulator or to otherwise comply with the law, and the list above is not necessarily exhaustive.

Storage and retention of personal data

The University has put in place appropriate technical and organisational security measures to prevent your personal data from being accidentally lost or used, accessed, altered or disclosed in any unauthorised way.

Access to your personal data is limited to those that have a lawful and legitimate need to access it.

Personal data will normally be stored securely within University-managed systems, including restricted-access network drives and approved research or document management platforms. Access to information is restricted on a need-to-know basis and security arrangements are regularly reviewed to ensure their continued suitability.

Security measures include:

- role-based access controls
- password-protected systems
- secure institutional IT infrastructure
- controlled sharing permissions

Personal data will primarily be processed within the United Kingdom and the European Economic Area (EEA). Where information is processed outside these territories, appropriate safeguards consistent with UK GDPR requirements will be applied.

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

We will keep your personal data according to the University's [Records Retention Schedule](#), holding it for 12 years beyond the REF submission deadline.

Your rights

Under certain circumstances, you may have the following rights in relation to the data we process:

- Right to request access to your personal data;
- Right to request correction of your personal data;
- Right to request erasure of your personal data;
- Right to object to processing of your personal data;
- Right to request restriction of the processing your personal data;
- Right to request the transfer of your personal data; and
- Right to withdraw consent.

For more information on these rights please visit the University's guidance [here](#). To exercise any of the above rights please contact the Data Protection Officer via data-protection@bristol.ac.uk

Questions, comments and complaints

If you have any questions or comments regarding this Privacy Notice, please contact: ref-help@bristol.ac.uk.

You can also contact the University's Data Protection Officer at: data-protection@bristol.ac.uk.

You can contact the [Information Commissioner's Office \(ICO\)](#) if you're unhappy with how we've handled your data.