

## Privacy Notice Development Tool

### How to use:

Guidance is provided in **BLUE** – please delete prior to submission

Required information in **ORANGE** – please complete and turn black prior to submission

The aim of a Privacy Notice to ensure that the participant has all relevant information to allow them to provide valid informed consent regarding the way their data is collected and processed.

The Privacy Notice must:

- Be printed on University of Leicester headed paper
- Contain your Ethics Application Reference number in the footer
- Be version controlled

Each time this Privacy Notice is updated, change the version number and date in the footer to ensure accurate recording and the most up to date documents are always used. The version number should increase by one whole number for each change (i.e., from v1.0 to v2.0 and then v3.0 etc.). If this Privacy Notice is updated due to changes to the way data will be processed, you **MUST** re-consent all participants with the updated Privacy Notice and PIS to ensure that their consent remains informed.

GDPR dictates that anyone collecting personal data **MUST** provide to individual data subjects a notice informing the individuals about what of their information will be collected, why, how it will be used, how long for and who it will be shared with, by completing and providing this Privacy Notice to your participants you are complying with the law.

## Privacy Notice for Research Participants

### Research Study title & Researcher Name

**Diaspora Leicester in Translation: Living Heritage and Memory in Sayings, Poems and Songs (DLiT)**

**PI: Dr Yan Ying; CI: Dr Michelle Harrison; Collaborator: Mr Ambrose Musiyiwa**

This Privacy Notice provides information about how the University of Leicester collects and uses your personal information when you take part in this research projects.

Please also refer to the Participant Information Sheet given to you for further details about the research project, what information will be collected about you, and how it will be used.

**The University of Leicester** will usually be the *Data Controller* of any data that you supply for this research. This means that we are responsible for looking after your information and using it properly. This means that the University will make the decisions on how your data is used and for what reasons. The exception to this is joint research projects, if this is applicable you will be informed on the Participant Information Sheet as to the other partner institution(s) who will also have responsibilities for looking after your information. You can access more information on this via the University's Information Assurance Services:

Information Assurance Services  
University of Leicester  
University Road  
Leicester  
LE1 7RH  
T: +44 (0)116 229 7945  
E: [ias@le.ac.uk](mailto:ias@le.ac.uk)  
W: <https://www2.le.ac.uk/offices/ias>

### Why do we need your data?

The aim of DLiT is to enliven and connect the multicultural heritage and multilingual memories of 'Diaspora Leicester' in and through translation. You have been invited to participate as you are currently a resident in Leicester and have family backgrounds in languages other than English.

### University of Leicester's legal basis for collecting this data is:

Processing is necessary for the performance of a task in the public interest such as research.

### **What type of data will the University of Leicester use?**

This project will collect sayings, poems and songs you have from your family and older generations:

- 1) For “sayings”, it is the language of the saying you share, your handwriting, and perhaps your family story associated with it.
- 2) For “poems”, it is the handwriting of the older generation of your family, the language used, and the associated story.
- 3) For “songs”, it is the audio-visual data of the older generation of your family, yourself, and the associated story.

You can take part in any or any combination of these forms.

### **Who will the University of Leicester share your data with?**

The data collected for this project is for public share, with the permission granted by the participants.

No other research partner institution is involved. The project collaborator is Mr Ambrose Musiyiwa.

### **Will the University of Leicester transfer my data outside of the UK?**

No.

### **What rights do I have regarding my data held by the University of Leicester?**

Your normal rights under the Data Protection Act and the General Data Protection Regulation apply. However, we need to manage your records in specific ways for the research project to be reliable. This means that we will not [always] be able to let you see or change the data we hold about you.

You can stop being part of the research project at any time, without giving a reason, but we will keep information about you that we already have and continue to use this for the purposes of the research project as outlined in the Participant Information Sheet.

### **Where did the University of Leicester source my data from?**

The data will be collected directly from the participants themselves.

### **Are there any consequences of not providing the requested data?**

There are no consequences of not providing data for this research. It is purely voluntary.

### **Will there be any automated decision making using my data?**

There will be no use of automated decision making in scope of UK Data Protection and Privacy legislation.

## How long will the University of Leicester keep my data?

In line with the law, we will only keep your data for as long as we need to so that we can fulfil our research objectives.

We will keep your personal data, such as your name and email address until we have completed all the actions that require us to hold them, for example sending you a copy of the results of the study if you have requested this, and then the data will be destroyed. This will take no longer than 6 months from when the study ends.

## Who can I contact if I have concerns?

In the event of any questions about the research project, please contact the researchers in the first instance.

Dr Yan Ying [yyc12@leicester.ac.uk](mailto:yyc12@leicester.ac.uk) Dr Michelle Harrison [mh394@leicester.ac.uk](mailto:mh394@leicester.ac.uk) or [dlit@le.ac.uk](mailto:dlit@le.ac.uk)

If you have any concerns about the way in which the research project has been conducted, please contact the **Chair of the University Research Ethics Committee** at [ethics@leicester.ac.uk](mailto:ethics@leicester.ac.uk).

The University of Leicester Data Protection Officer is:

Data Protection Officer  
University of Leicester,  
University Road, Leicester, LE1 7RH  
0116 229 7640  
[DPO@le.ac.uk](mailto:DPO@le.ac.uk)

For further details about information security, please contact the [Information Assurance Services](#) team.