**RESEARCH PRIVACY NOTICE**

**Exploring experiences of disclosing and reporting sexual violence and harassment to higher education institutions**

**Introduction**

*This Research Privacy Notice governs the use and storage of your personal data by the University of Limerick (the “University”). The processing of this data is carried out in accordance with the General Data Protection Regulation (GDPR) / Data Protection Acts 1988-2018 (“Data Protection Law”) and in accordance with this Research Privacy Notice.*

*Any personal data which you provide to the University as part of this research project will be treated with the highest standards of security and confidentiality, in accordance with Irish and European Data Protection Law. This Notice sets out details of the information that we collect, how we process it and who we share it with. It also explains your rights under data protection law in relation to our processing of your data.*

**1. Title and Purpose of the research project**

* 1. Exploring experiences of disclosing and reporting sexual violence and harassment to higher education institutions

**2. Research Ethics Committee**

2.1 Ethical approval was granted by Faculty of Education and Health Sciences Research Ethics Committee on [13/01/2025]. The research ethics approval number is EHS REC numbers – 2024\_10\_12\_EHS

**3. Identity of the Data Controller(s)**

* 1. The Joint Controllers:
* University of Limerick, Plassey, Limerick.
* The Higher Education Authority 3 Shelbourne Buildings, Crampton Avenue, Shelbourne Road, Ballsbridge, Dublin 4, D04 C2Y6, Ireland

**4. Identity and Contact Details of the Data Protection Officer of the Data Controller(s)/**

4.1 You can contact the University of Limerick’s Data Protection Officer at [dataprotection@ul.ie](mailto:dataprotection@ul.ie) or by writing to Data Protection Officer, Room A1-073, University of Limerick, Limerick.

You can contact the Higher Education Authority’s Data Protections Officer at [dataprotection@hea.ie](mailto:dataprotection@hea.ie).

**5.** **The Identity of the Principal Investigator**

5.1 The Principal Investigator for this Research Project is Prof Patricia Mannix McNamara, Full Professor (Chair) in Education, School of Education, University of Limerick.

**6. How we will use your personal data**

6.1 The University must process your personal data in order to undertake research relating to this study. Data for the research will be collected directly from the participant. Personal data will be used to make contact with self-selecting participants to set up an interview and to confirm interview transcripts. Other collected data (interview transcripts) will be used to explore and document experiences related to the survivor journey from disclosure to outcome of formally investigated cases of sexual violence and harassment, including the full range of experiences from no disclosure to formal investigation.

6.2 The personal data collected and used in this research will include: participants’ names, phone numbers and email addresses for the purposes of setting up the interview and sending final transcripts for participant review. This data will be deleted after participants have approved the final transcript, unless participants consent to us keeping their email addresses to share updates about the project during its lifetime (to end 2025). All audio/video recordings will be deleted after interview transcripts have been de-identified (within 20 working days of the interview).

6.3 You provide us with your personal data to enable us to undertake the research project. Participation in this research project is voluntary and participants may withdraw at any point before de-identification of interview transcripts without giving any reason. Should you wish to withdraw, you may do so by contacting the Principal Investigator at Patricia.M.McNamara@ul.ie.

**7. Lawful Basis for University Processing Personal Data**

7.1 Data Protection Law requires that the University must have a valid legal reason to process and use your personal data. This is often called a ‘lawful basis’. GDPR requires us to be explicit with you about the lawful basis upon which we rely in order to process information about you.

7.2 The University is carrying out this research in the public interest and for scientific, historical or statistical purposes. In doing so, we are relying on Article 6(1)(e) of the GDPR. Where we are processing special category or sensitive personal data, we are relying on Article 9(2)(j) of GDPR. As required under Data Protection Law, we have appropriate safeguards in place in order to protect your personal data; these are set out in the next section.

**8. Protecting Your Personal Data**

*8.1 We have the following measures in place to help ensure we keep your personal data safe:*

* + *All researchers at the University must adhere to University policies and procedures that tell our staff and students how to collect and use your information safely;*
  + *Training is made available to all researchers to ensure our staff and students understand the importance of data protection and how to protect your personal data;*
  + *The University has security arrangements and technical measures in place that ensure your information is stored safely and securely;*
  + *All research projects involving personal data are reviewed and approved by a research ethics committee in line with University policies and procedures;*
  + *Where a research project may involve a high risk, we first carry out a data protection impact assessment to assess risks and ensure adequate safeguards are in place;*
  + *Where your personal data is processed for health research, we will always obtain your explicit consent in advance (in line with the Health Research Regulations 2018).*

8.2 Personal data such as participants’ names and contact information will be deleted after participants have reviewed interview transcripts. Other data collected for this research project (interview transcripts) will be pseudonymised within 20 working days after collection and will be fully deidentified within 20 working days.

**9. Sharing Your Personal Data with Third Parties**

9.1 The University will not disclose your personal data to third parties. De-identified data may be shared with third parties. In this situation, we will make every effort to ensure that you are not identifiable from any data we share with third parties.

**11. How Long Will We Keep Your Data**

11.1 Personal Data (participants’ names, phone numbers and email addresses) collected for this research project will be deleted after participants have approved the final transcript (expected to be within a maximum of 27 working days after the interview), unless participants consent to us keeping their email addresses to share updates about the project during its lifetime (to end 2025). All audio/video recordings will be deleted after interview transcripts have been de-identified. All anonymised interview transcripts will be retained for 7 years on Prof Patricia Mannix McNamara’s GDPR-compliant OneDrive.

**12. Your Rights**

*12.1 Depending on the lawful basis which we rely on to process your Personal Data, you may have the right to request that we:*

* *provide you with information as to whether we process your data and details relating to our processing, and with a copy of your personal data;*
* *rectify any inaccurate data we might have about your without undue delay;*
* *complete any incomplete information about you;*
* *under certain circumstances, erase your Personal Data without undue delay;*
* *under certain circumstances, be restricted from processing your data;*
* *under certain circumstances, furnish you with the Personal Data which you provided us within a structured, commonly used and machine readable format;*

*12.2 Requests for any of the above should be addressed by email to the Principal Investigator at* [*Patricia.M.McNamara@ul.ie*](mailto:Patricia.M.McNamara@ul.ie) *AND the Data Protection Officer at* [*dataprotection@ul.ie*](mailto:dataprotection@ul.ie)*. Your request will be processed within 30 days of receipt. Please note, however, it may not be possible to facilitate all requests, for example, where the University is required by law to collect and process certain personal data including that personal information that is required of any research participant.*

*12.3 It is your responsibility to let the Principal Investigator know if your contact details change.*

**13. Queries, Contacts, Right of Complaint**

*13.1 Further information on Data Protection at the University of Limerick may be viewed at* [*www.ul.ie/dataprotection*](http://www.ul.ie/dataprotection)*. You can contact the Data Protection Officer at* [*dataprotection@ul.ie*](mailto:dataprotection@ul.ie) *or by writing to Data Protection Officer, Room A1-073, University of Limerick, Limerick.*

*13.2 You have a right to lodge a complaint with the Office of the Data Protection Commissioner (Supervisory Authority). While we recommend that you raise any concerns or queries with us first at the following email address Patricia.M.McNamara@ul.ie, you may contact that Office at* [*info@dataprotection.ie*](mailto:info@dataprotection.ie) *or by writing to the Data Protection Commission, 21 Fitzwilliam Square South, Dublin 2, D02 RD28.*