

TRANSPARENCY NOTICE

HOW WILL WE USE INFORMATION ABOUT YOU?

Research Study Title: Cognitron

ICREC Ref:17IC4009

Imperial College London is the sponsor for this study and will act as the data controller for this study. This means that we are responsible for looking after your information and using it properly. Imperial College London will keep your personal data for:

- 5 years after the study has finished in relation to data subject consent forms.
- 5 years after the study has completed in relation to primary research data.
- All other data, (see following paragraph for more information) including contact information, profile, communications etc. will be retained for the duration of your relationship with the study.

We will need to use information from you for this research project. This information will include your;

- contact and communications information, including:
 - your email address if you would like to re-access the website or be informed of future studies. Please note, you do not have to set up an account to undertake the study.
- biographical, educational and social information, including:
 - your gender, nationality, education level and age;

We will also collect some special categories of data, including information concerning:

- your cognition, wellbeing and medical conditions;

People will use this information to do the research, to check your records to make sure that the research is being done properly and to contact you as requested.

We will keep all information about you safe and secure.

Once we have finished the study, we will keep some of the data so we can check the results, however, we will write our reports in a way that no-one can work out that you took part in the study by only using anonymised data.

LEGAL BASIS

As a university we use personal information to conduct research that will be in the public interest.

As a publicly-funded organisation we have to ensure that when we use personally-identifiable information from people who have agreed to take part in research, it is in the public interest. We will conduct scientific research in compliance with the law and the recommendations and guidance published by the UK Information Commissioners Office (ICO).

When you agree to take part in a research study, the information you provide may be shared with researchers running other research studies in this organisation and in other organisations. These organisations may be universities or companies involved in similar research in this country or abroad. However, we will take such steps as are ethical, appropriate, and in line with the law and ICO Guidance, to minimise the personal aspects of the data in both processing and sharing it insofar as the research allows it.

INTERNATIONAL TRANSFERS

There may be a requirement to transfer information to countries outside the European Economic Area (for example, to a research partner). Where this information contains your personal data, Imperial College London will ensure that it is transferred in accordance with data protection legislation. If the data is transferred to a country which is not subject to a European Commission (EC) adequacy decision in respect of its data protection standards, Imperial College London will enter into a data sharing agreement with the recipient organisation that incorporates EC approved standard contractual clauses that safeguard how your personal data is processed.

SHARING YOUR INFORMATION WITH OTHERS

For the purposes referred to in this privacy notice and relying on the bases for processing as set out above, we will share your personal data with certain third parties.

- Other College employees, agents, contractors and service providers (for example, suppliers of printing and mailing services, email communication services or web services, or suppliers who help us carry out any of the activities described above). Our third party service providers are required to enter into data processing agreements with us. We only permit them to process your personal data for specified purposes and in accordance with our policies. Your email address will not be shared and you will not be identifiable from this data.
- the following Research Collaborators / Partners in the study;
 - Third Party University – groups at other universities may analyse the score and questionnaire data to address research questions or scrutinise our results.
 - Third Party Company – scores and questionnaire answers may be used to compare future data to in collaborative projects with industry.
 - Third Party Government department – explain what data and why it will be shared – scores and questionnaire answers may be used to inform policy, for example, regarding how wellbeing and lifestyle differ across the UK population.

- BBC – we may share the results of this study with the BBC and may recontact you by email regarding the opportunity to take part in news or documentary filming related to the study. You will only be re-contacted for this purpose if you give permission for us to do so.

WHAT ARE YOUR CHOICES ABOUT HOW YOUR INFORMATION IS USED?

You can stop being part of the study at any time, without giving a reason, but we will keep information about you that we already have.

- We need to manage your records in specific ways for the research to be reliable.
- If you set up a profile, You are able to complete a study if you run out of time or are interrupted, review your results, and retake any tests if you wish.
- You will also have the option to take part in future research using your data saved from this study.

WHERE CAN YOU FIND OUT MORE ABOUT HOW YOUR INFORMATION IS USED

You can find out more about how we use your information

- by asking one of the research team
- by sending an email to support@cognitron.co.uk, or
- by ringing us on 0207594773

COMPLAINT

If you wish to raise a complaint on how we have handled your personal data, please contact Imperial College London's Data Protection Officer via email at dpo@imperial.ac.uk, via telephone on 020 7594 3502 and/or via post at Imperial College London, Data Protection Officer, Faculty Building Level 4, London SW7 2AZ.

If you are not satisfied with our response or believe we are processing your personal data in a way that is not lawful you can complain to the Information Commissioner's Office (ICO). The ICO does recommend that you seek to resolve matters with the data controller (us) first before involving the regulator.