**Privacy Notice for participants in the TCH Pathways study**

**Your Personal Data**

The University of Glasgow will be what’s known as the ‘Data Controller’ of your personal data processed in relation to “Complex Healthcare Pathways among the trans population in Scotland: a study of the diversity in utilization and experiences”. This privacy notice will explain how the University of Glasgow will process your personal data.

**Why we need it**

*TCH Pathways* is a study of pathways into and out of Gender Identity Clinics (GICs), considering the social system including other NHS, private healthcare, third sector and community-led and peer organisations for trans and gender questioning people in Scotland. As part of the study, we will ask study participants about the services that they have accessed, the points of contact (known as “social contacts”) and the nature of their experiences.

If you are a participant in a *TCH Pathways* interview, we will collect personal information about you, including your name, and information about your healthcare experiences. This is to help us carry out our research. We will only collect data that we need in order to meet the aims of the research. The aims of our research project are explained in the Participant Information Sheet. You can ask us about anything you’re unsure of at any time.

**Where do we get your personal data from and what we do with it**

We will use your answers to the survey to understand social interactions shaped your experiences with certain services. We will only use name information to make sure that the information about social contacts is accurate. As soon as the study participant has finished their interviews, we will remove all names and personal information from working research datasets and keep all named information separate and confidential. We also remove the names of the original study participants from working copies to prevent identification from the study data.

**Legal basis for processing your data**

We have a legal basis for processing all personal data. For the *Complex Healthcare Pathways* study, the legal basis is public task. That is the legal basis for data processing is the public task of a University/Medical Research Council Unit to conduct research into healthcare experiences and interactions within services.

We are also processing data about gender, gender reassignment, ethnicity, sexual orientation, and information about the health of study participants. This information is sensitive and is referred to as special category data. We are processing personal and special category data on the basis that it is necessary to carry out statistical research. That means, we collect this sensitive information because it is important to understand how things like gender and ethnicity affect health and wellbeing.

**What we do with it and who we share it with**

* All the personal data you submit is processed by staff at the University of Glasgow in the United Kingdom.
* Personal information about study participants will be removed and replaced with a pseudonym (an ID number that means that the names of who took part are kept secret).
* We will also create a pseudonym for social contacts, to prevent identification out of the names of a social contact in the research data.
* De-identified data, without any personal information, may be shared with researchers at other institutions via the UK Data archive so that other researchers can use it. We will always ask these researchers agree to use the data for genuine learning, teaching and research and never try to use pseudonyms to find out your identity.

**How long do we keep it for?**

Participant contact information will be deleted after the study has been completed unless the participants have consented to be contacted for participation in further studies. Consent records will be retained for at least 10 years. They will be stored securely and kept confidential and will be separate from the data used for research that will not contain any information that could identify you. After this time, a data access committee will decide whether and how to securely delete all personal data. De-identified datasets may be kept after this time and used for statistical analysis.

**What are your** [**rights**](https://www.gla.ac.uk/myglasgow/dpfoioffice/gdpr/datasubjectrights/)**?\***

You have the right to information about why we are processing data on social contacts, and this privacy notice is how we are giving you that information. We also have provided study participants with information about how we process their data.

We are conducting this project in line with article 89 of the General Data Protection Regulation, which means that we will not automatically provide you with the right to see data about you that was collected as part of the research study. You also will not be able to delete or modify the data.

If you contact the study team, we can provide you with some information from your survey or interview. For example, you can ask a researcher for information collected during an interview. If it’s possible, someone from the research team may be able to send this to you afterwards. We won’t update any of the information after the surveys or interviews, this is so that the data for all participants was collected in the exact same way. Making sure all participant data is similar helps improve how we analyse the data.

If you wish to discuss your data rights, please contact dp@gla.ac.uk.

**Complaints**

If you wish to raise a complaint on how we have handled your personal data, you can contact the University Data Protection Officer who will investigate the matter.

Our Data Protection Officer can be contacted at dataprotectionofficer@glasgow.ac.uk

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you can complain to the Information Commissioner’s Office (ICO) <https://ico.org.uk/>