



Privacy Notice



Durham University's responsibilities under data protection legislation include the duty to ensure that we provide individuals with information about how we process personal data. We do this in a number of ways, one of which is the publication of privacy notices. This privacy notice provides a general description of the broad range of processing activity in addition there are tailored privacy notices covering some specific processing activity.

To ensure that we process your personal data fairly and lawfully we are required to inform you:

- Why we collect your data
- How it will be used
- Who it will be shared with

We will also explain what rights you have to control how we use your information and how to inform us about your wishes. Durham University will make the Privacy Notice available via the website and at the point we request personal data.

Our privacy notices comprise two parts – a generic part (ie common to all of our privacy notices) and a part tailored to the specific processing activity being undertaken.

PART 1 – GENERIC PRIVACY NOTICE

Please access our [General Privacy Notice](#) online.

PART 2 – TAILORED PRIVACY NOTICE

This section of the Privacy Notice provides you with the privacy information that you need to know before you provide personal data to the University for the particular purpose(s) stated below.

Project Title: EDI+ A research, innovation and training network for Equality, Diversity and Inclusion in the energy research community.

Type(s) of personal data collected and held by the researcher and method of collection:

Fellows (including application for Fellows)

Personal data will be collected through an application form, interviews/formal conversations, questionnaires, observation of training and professional learning network sessions, photographs of training and professional learning network sessions. Video recordings of interviews and training and professional learning network sessions may also be collected.

The personal data collected will include: your name, title, pronouns, email address, information about your current employment, whether you live in the UK, your gender, your age, why you are interested in participating in the programme, your experiences and views on participating in the programme.



Special category data collected will include: whether you identify as being Trans, your sexual identity / sexual orientation, your ethnicity or ethnic background, whether you consider yourself to be a disabled person, your religion, whether you have caring responsibilities.

Contacts in organisations (including senior partners for reciprocal mentoring)

Personal data will be collected through an application form and questionnaires.

The personal data collected will include: name, email address, organisation worked for and role within organisation.

Lawful Basis

Under data protection legislation, we need to tell you the lawful basis we are relying on to process your data. The lawful basis we are relying on is Article 6(1)(e) public task: the processing is necessary for an activity being carried out as part of the University's public task, which is defined as teaching, learning and research. For further information see <https://durham.ac.uk/research.innovation/governance/ethics/governance/dp/legalbasis/>

The lawful basis we are relying on for collecting special category data is Article 6(1)(e) and Article 9(j): Archiving, research and statistics (with a basis in law).

How personal data is stored:

All personal data will be held securely and strictly confidential to the research team.

Data will be stored securely on password protected and encrypted devices approved by Durham University (or software or services approved for use by the university). Any hardcopies of data will be kept in locked storage. Access to data will be limited to the EDI+ team.

Data will not be anonymised during the study as data will be collected and linked across multiple timepoints by the EDI+ team. However, the data will be stored by the team in pseudoanonymised form, with names and contact details stored separately to the rest of the data and participants identified by a project specific key.

Audio and video data will be recorded and stored on an encrypted device until it has been transcribed. No-one outside the EDI+ team and transcribers will have access to the recording, and it will be erased once the transcription has been completed.

How personal data is processed:

Data are being collected to enable the administration of the EDI+ programme. In addition, the data will be used to undertake research and to evaluate the EDI+ Fellowship Programme. Data collected will be matched across the duration of the EDI+ programme to enable the analysis of the data based on the background and experience of individuals and groups of participants. The aim of the evaluation is to understand the overall impact of the EDI+ programme for participants, how effective different aspects of the EDI+ programme are and to investigate in detail the process through which the EDI+ programme has been implemented. Audio and video recordings and transcripts will be used to assist the analysis of interviews, focus groups and training sessions. Photographs may be used to provide an insight into programme arrangements and may also be used on the website and in publications about the programme.



Data collected from participants at different time-points across the programme will be linked together and the data combined into a database for analysis with data from the other participants across the programme. Data will be stored in a pseudoanonymised form (i.e. with names and contact details stored in a separate location to other personal and special category data). Personal and special category data will be used for analysis for programme outputs and retained beyond the period of data collection in this study for further analysis of the data, use in longitudinal studies following participants beyond the end of the programme and to validate the research findings.

Withdrawal of data

If you choose to leave the EDI+ Fellowship programme, you can request withdrawal of your data from the EDI+ programme administration data. You can request withdrawal of your data from the programme evaluation dataset until analysis of the data has commenced. After this point, it will not be possible to remove the data as it will be required for validation of the research findings.

Who the researcher shares personal data with:

The EDI+ programme is jointly run by colleagues at Durham University and Northumbria University, therefore personal and special category data will be shared between members of the EDI+ programme team at Durham University and Northumbria University to enable administration of the EDI+ programme and the evaluation. A data sharing agreement will be in place between the two universities to ensure best practice for the sharing of data.

Your name and email address may be shared with specific training providers to enable arranging of training sessions and sharing of training materials.

No individuals will be identifiable from the data in publications and outputs. Should the research team wish to include identifiable information, specific permission will be sought from the individuals for its inclusion.

At the end of the project, the data may be deposited securely in a data archive approved for use by Durham University for use in wider research. The data will be fully anonymised with all data that could identify individuals removed. This may mean only a reduced set of data is deposited in the archive to ensure anonymity of participants.

Online Platforms

When taking in part in online activities via platforms, including but not limited to Microsoft Teams, we may need to add details such as your name and email address to those platforms, and therefore sharing that data with the provider(s) of that platform, in order to give you access. Users of any such platform are responsible for ensuring they have read, understood, and agree to the privacy policies and any other terms or conditions of use associated with those platforms. In any such instance, it is likely that users of those platforms will need to register for an account with the platform directly. Users will be responsible for their own data and security insofar as that account is concerned. However, please note that some of your personal details, such as your name and email address, may be visible to other users with access to the same “team”, “channel”, or “area” of the platform.

No identifiable data will be transferred outside the UK/EU.



Please be aware that if you disclose information which indicates the potential for serious and immediate harm to yourself or others, the research team may be obliged to breach confidentiality and report this to relevant authorities. This includes disclosure of child protection offences such as the physical or sexual abuse of minors, the physical abuse of vulnerable adults, money laundering, or other crimes covered by prevention of terrorism legislation. Where you disclose behaviour (by yourself or others) that is potentially illegal but does not present serious and immediate danger to others, the researcher will, where appropriate, signpost you to relevant services, but the information you provide will be kept confidential (unless you explicitly request otherwise).

How long personal data is held by the researcher:

We will hold personal data for up to 10 years after Fellows complete their time on the EDI+ programme.

Unsuccessful applicants will have their personal information securely deleted six months after the start of the EDI+ programme for the cohort they applied for, only anonymised data will be held about their applications after this date.

How to object to the processing of your personal data for this project:

If you have any concerns regarding the processing of your personal data, or you wish to withdraw your data from the project, contact Simone Abram or Helen Cramman, the leads for the programme, at ediplus@durham.ac.uk.

Further information:

For further information please contact Simone Abram or Helen Cramman, the leads for the programme, at ediplus@durham.ac.uk.

Or visit our website: <https://ediplus.webspace.durham.ac.uk>

