Data Information Sheet

Research into the sustainability of affordable homeownership schemes for low to moderate income homebuyer

The purpose of this information sheet is to explain how your data will be used and protected, in line with GDPR.

On what basis will you process my data?

Under the General Data Protection Regulation (GDPR), the University must identify a legal basis for processing personal data and, where appropriate, an additional condition for processing special category data.

In line with our charter which states that we advance learning and knowledge by teaching and research, the University processes personal data for research purposes under Article 6 (1) (e) of the GDPR:

> *Processing is necessary for the performance of a task carried out in the public interest*
>
> *Special category data is processed under Article 9 (2) (j):*
>
> *Processing is necessary for archiving purposes in the public interest, or scientific and historical research purposes or statistical purposes*

The research will only be undertaken where ethical approval has been obtained, where there is a clear public interest and where appropriate safeguards have been put in place to protect data.

In line with ethical expectations and to comply with common law duty of confidentiality, we will seek your consent to participate where appropriate. This consent will not, however, be our legal basis for processing your data under the GDPR.

How will you use my data?

Data will be processed for the purposes outlined in this notice and in the main information sheet. All interviews will be audio-recorded (with consent). The device used for audio-recording will be password protected; the audio file will be transferred to the secure University of York encrypted fileserver at the earliest opportunity and then deleted from the recording device. You will be required to provide informed consent for participation. This will include your signature. Paper consent forms will be scanned and stored as pdfs in password-protected folders on the University's secure servers. The anonymised findings will be analysed and a research report prepared for the project funders, and possibly we will seek publication of the anonymous findings in an academic article. A summary of the findings will also be shared with those who took part in the study.

How will you keep my data secure?

The University will put in place appropriate technical and organisational measures to protect your personal data and/or special category data. For the purposes of this project, we will ensure that all audio files and interview transcripts are password protected and saved onto the secure University of York fileserver.

Information will be treated confidentially and shared on a need-to-know basis only. The University is committed to the principle of data protection by design and default and will collect the minimum amount of data necessary for the project.

Will you share my data with 3rd parties?

Anonymised data will only be accessible within the research team.

Will I be identified in any research outputs?

You will not be identified in any research output. Names will not be used. Consent will be required for us to use direct quotes in publications, but these will be untraceable back to participants. Participants do not have to consent to this.

How long will you keep my data?

Personal data will be deleted at the end of the project, but anonymous data will be retained for use in drafting publications for 10 years on the Filestore servers of the university.

What rights do I have in relation to my data?

Under the GDPR, you have a general right of access to your data, a right to rectification, erasure, restriction, objection or portability. You also have a right to withdrawal. Please note, not all rights apply where data is processed purely for research purposes. For further information see: https://www.york.ac.uk/records-management/generaldataprotectionregulation/individualsrights/
For this particular study, you have the right to withdraw your data up to 2 weeks after your interview or survey has taken place.

Questions

If you have any questions about this participant information sheet or concerns about how your data is being processed, please contact alison.wallace@york.ac.uk. If you are still dissatisfied, please contact the University's Acting Data Protection Officer at dataprotection@york.ac.uk.

If you are unhappy with the way in which the University has handled your personal data, you have a right to complain to the Information Commissioner's Office. For information on reporting a concern to the Information Commissioner's Office, see www.ico.org.uk/concerns.