**How the University uses personal data**

**Why have I been directed here?**

Researchers at the University of Roehampton are carrying out a research study with a number of counselling organisations/studies. We are looking at outcome data from these organisations to see how well the YP-CORE questionnaire measures mental wellbeing in young people, which is a research study of public interest. We hope that this will be beneficial to the public, as it helps us to better understand how to measure the mental wellbeing. It may be that your personal data is amongst the data used in this study and this statement explains how the University of Roehampton handles and uses this personal data collected from counselling organisations.

**Who will process my personal data?**

Your data is being stored and analysed by the University of Roehampton.

**What is the purpose of the personal data processing?**

The aim of processing the personal data is to assess the psychometric properties of the YP-CORE in a help-seeking population of young people (i.e. young people who have received support from a counselling organisation). It will serve to benefit the public by furthering understanding of how the YP-CORE assesses mental health outcomes when used routinely in counselling services.

**What is the legal basis of the processing?**

Your personal data (including, where appropriate, sensitive personal data) is being used to carry out research in the public interest.

**What are my rights as a data subject?**

The General Data Protection Regulation and Data Protection Act 2018 provide exemptions for personal data processing in relation to research activities. You have the right to opt-out of any further processing. If you do opt-out, your personal data may not be erased but will only be used in an anonymised form as part of the dataset. In accordance with accepted ethical standards, you will not be named in any published materials unless you have given your explicit permission for this to happen. The University considers that other statutory rights held by personal data subjects do not apply where the personal data is being processed for the purposes of research. If you would like to request a copy of the personal data then you can contact the lead researcher. Where practicable, they will provide you with a copy of this data. However, they are under no obligation to do so.

**How long is my information kept for?**

Your data will be kept in accordance with the University of Roehampton’s Record Retention Schedule. Research data may be retained indefinitely in an anonymised form by researchers. The University may also reuse your personal data for a different research project. If it does, the University will make reasonable attempts to inform you about this reuse and its impact on your rights as a data subject. Occasionally a researcher will leave the University and begin working for another organisation. In this case, your personal data may be transferred to the new organisation so that the research project can continue. If this happens, you should be provided with updated privacy information by the new organisation. The University is committed to protecting all personal data for which it acts as a controller. Your information will be safely held on a secure system.

**Who can I contact?**

The University has a Data Protection Policy which sets out how personal data will be used across the whole University. Further information about data protection can also be found on the University’s website at [www.roehampton.ac.uk/corporate-information](http://www.roehampton.ac.uk/corporate-information). If you would like to make a general query about how your data is being used as part of a research project, you should contact the researcher, Emily Blackshaw at blackshe@roehampton.ac.uk. If you would like to make any further enquiries or raise any concerns with respect to your personal data, or your rights as a data subject, you can contact the University’s Data Protection Officer, Alison Bainbridge, at a.bainbridge@roehampton.ac.uk.

**How do I complain?**

If you have any concerns about the University’s handling of your personal data, you have the right to make a complaint about to the Information Commissioner’s Office and can do so at <http://ico.org.uk/concerns/>.