# **Privacy & Data Protection Notice**

## **Project Title: Healthy Minds Study**

## **About us**

The Healthy Minds Study is a research project carried out by the Student Support & Development Unit (SS&D) and the Quality Promotion Unit (QPU) of Dublin City University (DCU).

## **Purpose of the study**

The aim of the Healthy Minds Study is to

**[State here the purpose of the study]**

## **Your personal data**

By participating in the Healthy Minds Study, you will be submitting your personal data to SS&D and QPU at DCU. As such, DCU is the Data Controller and must comply with data protection rules under the General Data Protection Regulation (GDPR) and the Data Protection Acts 1988 to 2018.

Data protection concerns the safeguarding of privacy rights of individuals in relation to the processing of their personal data and personal data means any information relating to an identified, or an identifiable, living individual (e.g. name, email address, contact details, consent form, research files etc.)

DCU, as a Data Controller, is responsible for the personal data you provide, based on your freely given and informed consent. You can withdraw your consent at any time, through the contact details below.

The categories of personal data which we will collect from you as part of this project are:

[**List the categories/types of personal data here, or refer to an appendix which lists the categories of personal data**]

Personal data that you submit to DCU through the Healthy Minds Study will be used for…..

[**Insert description of the research purposes, and a detailed description of how the personal data will be used for these stated research purposes**]

The personal data you provide will be held for a period of …….. after which it will either be deleted in full, or suitably anonymized.

[**State above how long the personal data will be retained as part of the study and what happens to the data once the study ends**]

Personal data provided as part of this study will be held safely and securely in accordance with the DCU [Data Privacy Policy](https://www.dcu.ie/ocoo/dp/guides.shtml).

**[Briefly state here the security measures in place for storing data. For example: password protected files; folders on firewall protected DCU network drives; hardcopy documents stored in locked cabinets in DCU; access limited only to specified research project team members; etc.]**

Personal data obtained and generated in the course of this study will be shared with the following non-DCU external bodies or agencies…..

[**If applicable, list here any and all external non-DCU entities with whom the data will be shared or provided to as part of the study. You must also state here if the data is to be transferred outside of the EU]**

## **Your rights**

Under data protection rules, individuals have a number of rights, including:

* The right to be informed of what happens to personal data relating to you
* The right of access to personal data relating to you, and to obtain a copy
* The right to rectification if an error is contained in the personal data relating to you
* The right to erasure of personal data relating to you (in certain circumstances)
* The right to restrict processing of personal data relating to you (in certain circumstances)
* The right to data portability
* The right to object to processing of personal data relating to you (in certain circumstances)
* Rights in relation to automated decision making and profiling

These rights are available where the applicable criteria are met and subject to certain exceptions under data protection law. For example, it may not be possible to comply with a request to erase data where DCU has a legal obligation to retain records, or where it is necessary and proportionate to keep such data for the purposes of defending legal claims, and/or to protect the vital interests of a data subject.

To exercise your rights, or if you have any questions in relation to your personal data, you may contact the DCU Data Protection Unit at: [data.protection@dcu.ie](mailto:data.protection@dcu.ie). For further information, please visit: [DCU Data Protection Unit](https://www.dcu.ie/ocoo/data-protection.shtml). General information on how DCU collects, uses, and discloses personal data, and on your data protection rights, is available on the [DCU Privacy Policy](https://www.dcu.ie/sites/default/files/info/25_-_data_privacy_policy_v3.1.pdf).

You also have the right under data protection law to complain to the Data Protection Commission (see [www.dataprotection.ie](http://www.dataprotection.ie)), but we ask that you please contact us in the first instance so that we can resolve any issues arising.

# **Consent**

**Note:** Processing of personal data and any special categories of personal data by the Healthy Minds Study is based on your freely given and informed consent for the purposes described above. You may withdraw your consent at any time by contacting:

[**insert research the project’s contact email address or a contact person**]

**I hereby consent to the processing of my personal data, including special categories of personal data, for the purposes described above:**

**Yes □**

**No □**