

RESEARCH PRIVACY NOTICE

Introduction

This Research Privacy Notice governs the use and storage of your personal data by the University of Limerick (the “University”). The processing of this data is carried out in accordance with the General Data Protection Regulation (GDPR) / Data Protection Acts 1988-2018 (“Data Protection Law”) and in accordance with this Research Privacy Notice.

Any personal data which you provide to the University as part of this research project will be treated with the highest standards of security and confidentiality, in accordance with Irish and European Data Protection Law. This Notice sets out details of the information that we collect, how we process it and who we share it with. It also explains your rights under data protection law in relation to our processing of your data.

1. Title and Purpose of the research project

- 1.1 Teaching Adolescents to Connect Thoughts and Feelings: Does the Motus Social Emotional Learning Program Help Adolescents Psychologically and Biologically Transition into Secondary School?
- 1.2 The purpose of this research is to firstly understand how social emotional competencies, psychological well-being and stress levels change across secondary school transition and then to understand if a social emotional learning program can influence social emotional competencies, psychological well-being and stress levels across secondary school transition.

2. Research Ethics Committee

- 2.1 Ethical approval was granted by the Education and Health Sciences Research Ethics Board on the TBC. The research ethics approval number is 2021_03_07_EHS.

3. Identity of the Data Controller(s)

- 3.1 The Data Controller:
 - University of Limerick, Plassey, Limerick.

4. Identity and Contact Details of the Data Protection Officer of the Data Controller(s)/

- 4.1 You can contact the University of Limerick’s Data Protection Officer at dataprotection@ul.ie or by writing to Data Protection Officer, Room A1-073, University of Limerick, Limerick.

5. The Identity of the Principal Investigator

- 5.1 The Principal Investigator for this Research Project is Dr. Jennifer McMahon, Senior Lecturer in the Department of Psychology, Faculty of Education and Health Sciences at the University of Limerick.

6. How we will use your personal data

- 6.1 The University must process your personal data in order to undertake research relating to this project/study. We will be collecting data directly from the participants via questionnaires administered by the research team in their schools during school hours and saliva samples collected at home and brought into school for the researcher to collect. This data will be used to longitudinally analyse how emotion regulation, self-esteem, social support, cortisol awakening response and psychological well-being changes across secondary school transition and to understand the effect of the Motus

social emotional learning program on emotion regulation, self-esteem, social support, cortisol awakening response and psychological well-being.

6.2 The personal data collected and used in this research will include: Participants' first name, the first letter of their last name and their age, participants' self-reported levels of emotion regulation, self-esteem, social support and psychological well-being, and participants' levels of cortisol and DNA collected by saliva samples. However, it should be noted that we will not be analysing DNA in this study.

6.3 You provide us with your personal data to enable us to undertake the research project. Participation in this research project is voluntary and participants may withdraw without giving any reason. Should you wish to withdraw, you may do so by contacting the Principal Investigator at jennifer.mcmahon@ul.ie or in writing to Psychology Department, Main Building, University of Limerick, Castletroy, Limerick.

7. Lawful Basis for University Processing Personal Data

7.1 *Data Protection Law requires that the University must have a valid legal reason to process and use your personal data. This is often called a 'lawful basis'. GDPR requires us to be explicit with you about the lawful basis upon which we rely in order to process information about you.*

7.2 *The University is carrying out this research in the public interest and for scientific, historical or statistical purposes. In doing so, we are relying on Article 6(1)(e) of the GDPR. Where we are processing special category or sensitive personal data, we are relying on Article 9(2)(j) of GDPR. As required under Data Protection Law, we have appropriate safeguards in place in order to protect your personal data; these are set out in the next section.*

8. Protecting Your Personal Data

8.1 *We have the following measures in place to help ensure we keep your personal data safe:*

- *All researchers at the University must adhere to University policies and procedures that tell our staff and students how to collect and use your information safely;*
- *Training is made available to all researchers to ensure our staff and students understand the importance of data protection and how to protect your personal data;*
- *The University has security arrangements and technical measures in place that ensure your information is stored safely and securely;*
- *All research projects involving personal data are reviewed and approved by a research ethics committee in line with University policies and procedures;*
- *Where a research project may involve a high risk, we first carry out a data protection impact assessment to assess risks and ensure adequate safeguards are in place;*
- *Where your personal data is processed for health research, we will always obtain your explicit consent in advance (in line with the Health Research Regulations 2018).*

8.2 Personal data collected for this research project will be pseudonymised within 1 month after the final data collection time point and will be fully anonymised within 12 months. Truly anonymised data is not Personal Data. Once data is anonymised for the purposes of this research project, the terms of this Privacy Notice will no longer apply.

9. Sharing Your Personal Data with Third Parties

- 9.1 The University will not disclose your personal data to third parties. [Anonymous data may be shared with third parties. In this situation, you will not be identifiable from any data we share with the third party.]

We require that third parties only use or disclose such Personal Data as necessary to provide the requested services to us and in a manner consistent with the use and disclosure provisions of this Privacy Notice and Data Protection Law. Third parties that receive Personal Data from us must satisfy us as to the measures taken to protect the Personal Data such parties receive.

11. How Long Will We Keep Your Data

- 11.1 All Personal Data collected for this research project will be retained for seven years. The saliva samples collected for this research project will be retained for three years.

12. Your Rights

- 12.1 *Depending on the lawful basis which we rely on to process your Personal Data, you may have the right to request that we:*

- *provide you with information as to whether we process your data and details relating to our processing, and with a copy of your personal data;*
- *rectify any inaccurate data we might have about you without undue delay;*
- *complete any incomplete information about you;*
- *under certain circumstances, erase your Personal Data without undue delay;*
- *under certain circumstances, be restricted from processing your data;*
- *under certain circumstances, furnish you with the Personal Data which you provided us within a structured, commonly used and machine readable format;*

- 12.2 *Requests for any of the above should be addressed by email to the Principal Investigator at jennifer.mcmahon@ul.ie AND the Data Protection Officer at dataprotection@ul.ie. Your request will be processed within 30 days of receipt. Please note, however, it may not be possible to facilitate all requests, for example, where the University is required by law to collect and process certain personal data including that personal information that is required of any research participant.*

- 12.3 *It is your responsibility to let the Principal Investigator know if your contact details change.*

13. Queries, Contacts, Right of Complaint

- 13.1 *Further information on Data Protection at the University of Limerick may be viewed at www.ul.ie/dataprotection. You can contact the Data Protection Officer at dataprotection@ul.ie or by writing to Data Protection Officer, Room A1-073, University of Limerick, Limerick.*

- 13.2 *You have a right to lodge a complaint with the Office of the Data Protection Commissioner (Supervisory Authority). While we recommend that you raise any concerns or queries with us first at the following email address [jennifer.mcmahon@ul.ie], you may contact that Office at info@dataprotection.ie or by writing to the Data Protection Commission, 21 Fitzwilliam Square South, Dublin 2, D02 RD28.*