

RESEARCH CULTURE CONFERENCE SURVEY PRIVACY NOTICE

The Earlham Institute ('EI') (we or us) is committed to protecting your data and respecting your privacy.

This privacy notice explains how we collect, store and use any personal information we obtain from our web forms, in accordance with the General Data Protection Regulation (GDPR).

WHAT INFORMATION WE COLLECT ABOUT YOU?

We are collecting diversity monitoring data in our surveys to follow good practice in evidencing the diversity of participation in the planning stage of this research culture conference as required by the BBSRC (the funder), to ensure that the conference agenda reflects the needs and wants of the diverse set of staff and students at our institutes, and to investigate whether there was a variation in the levels of engagement and satisfaction of people from different cohorts and backgrounds at the conference itself and to assess how our accessibility measures benefitted various groups. The information we collect in these surveys is anonymous, however we understand that for some individuals, answering all the diversity monitoring questions, along with details of their research institute and role type, has the potential to identify them. Therefore, we have also provided a "Prefer not to say" options for all diversity monitoring questions.

Where the participants provide details, we will collect and process the following information about you:

- Institute
- Role Type
- Age Category
- Impairment/Health Condition/Learning Differences
- Ethnicity
- Nationality
- Sex
- Gender
- Sexuality

- Full/Part-time employment status
- IP Address
- Comments/opinions about the conference after attending

HOW WE USE YOUR INFORMATION

We use information held about you in the following ways:

- To establish the correct agenda and areas of discussion for the upcoming Research Culture Conference funded by BBSRC for its research institutes.
- To investigate whether there was a variation in the levels of engagement and satisfaction of people from different cohorts and backgrounds at the conference itself and to assess how our accessibility measures benefitted various groups.

OUR LAWFUL BASIS FOR PROCESSING YOUR INFORMATION

We process your personal data under the following legal bases:

Consent - Where you consent, we process special category data as set out above, such as health related data and ethnicity in order to make reasonable adjustments and for collecting diversity data as part of equal opportunities monitoring.

Legitimate Interest - For academic and business purposes.

HOW WE STORE AND SHARE YOUR INFORMATION

Your information is stored electronically in internal electronic folders, maintained on our own secure servers, and on the SurveyMonkey servers as per the deletion policy below. A high-level summary of the survey data will be shared with the members of the conference organising committees which consists of representatives from the Babraham Institute, the Institute of Biological, Environmental and Rural Sciences, the John Innes Centre, the Pirbright Institute, the Quadram Institute, the Roslin Institute, Rothamsted Research, the University of East Anglia, and the BBSRC. The final report on the conference will also include a high-level

summary of the survey data (demographic information of the respondents but not broken down by institute). This report will be shared with the BBSRC and the members of the conference organising committee and when approved, will be made available on our website.

SECURITY OF YOUR INFORMATION

We are committed to keeping your personal information safe and secure. Your personal information is created, stored and transmitted securely in a variety of electronic formats. Access to your personal information is limited to staff who have a legitimate interest in it for the purposes of carrying out their contractual duties.

RETAINING AND DISPOSING OF YOUR INFORMATION

The raw data will be removed from Survey Monkey within 20 working days of the close of the survey and saved securely behind the firewall on EI's IT systems. The detailed data will be deleted by end October 2025.

WHO CAN I CONTACT?

If you have any questions about how your personal information is used, or wish to exercise any of your rights, you can contact equality@earlham.ac.uk.

COMPLIANCE WITH DATA PROTECTION LEGISLATION

For the Earlham Institute, the person with responsibility for advising on compliance with data protection legislation is Sarah Cossey, contact: dpa@earlham.ac.uk.

This notice will be reviewed on a regular basis and may be amended and updated at any time. We may also notify you in other ways from time to time about the processing of your personal information.