

## Privacy Notice for the Sleep, Circadian Rhythms and Mental Health in Schools (SCRAMS) Project

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### Your Personal Data

*The University of Glasgow will be what's known as the 'Data Controller' of your personal data processed in relation to the Sleep, Circadian Rhythms and Mental Health in Schools (SCRAMS) project. This privacy notice will explain how The University of Glasgow will process your personal data.*

### Why we need it

*We are collecting your basic personal data such as your name, age, and gender in order to carry out the SCRAMS research project to better understand Scottish schoolchildren's sleep and mental health. We will only collect data that we need in order to provide and oversee this service to you.*

### Legal basis for processing your data

*We must have a legal basis for processing all personal data. In this instance, the legal basis is Public task/Official authority – this covers activities undertaken as part of the core functions of the University.*

### What we do with it and who we share it with

*All the personal data you submit is processed by staff at the University of Glasgow in the United Kingdom. We will use three data collection platforms – mEMA by Illumivu, the University of Glasgow's Online Survey tool, and TestMyBrain by The Many Brains Project – to collect data from you on your sleep, mood and cognitive abilities. Data collected on the mEMA app by Illumivu is stored on servers outside the European Economic Area, in the United States of America, however these data are encrypted and are only accessible to the SCRAMS research team at the University of Glasgow.*

*Consent to share research data will be requested from participants and data will be made available for sharing for research and teaching. Pseudonymised research data may also be deposited in secure repositories such as the University of Glasgow Enlighten: Research Data repository and be available to other researchers, provided they sign an agreement promising to keep the data private.*

### How long do we keep it for

*Your data will be retained by the University for at least 10 years. After this time, data will be securely deleted.*

### What are your [rights](#)?\*

*You can request access to the information we process about you at any time. If at any point you believe that the information we process relating to you is incorrect, you can request to*

*see this information and may in some instances request to have it restricted, corrected or, erased. You may also have the right to object to the processing of data and the right to data portability.* If you wish to exercise any of these rights, please submit your request via the [webform](#) or contact [dp@gla.ac.uk](mailto:dp@gla.ac.uk).

\*Please note that the ability to exercise these rights will vary and depend on the legal basis on which the processing is being carried out.

### **Complaints**

If you wish to raise a complaint on how we have handled your personal data, you can contact the University Data Protection Officer who will investigate the matter.

Our Data Protection Officer can be contacted at [dataprotectionofficer@glasgow.ac.uk](mailto:dataprotectionofficer@glasgow.ac.uk)

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you can complain to the Information Commissioner's Office (ICO)