

Privacy Notice

Who are you?

We are a group of researchers from the University of Sheffield, the University of Stirling, and University College London (UCL). We are working together on a research project looking at how changes to the alcohol duty (tax) system in the United Kingdom (UK) may affect people's alcohol consumption and their health.

If you need to contact us about this privacy notice, please email: r.c.odonnell@stir.ac.uk (Dr Rachel O'Donnell, Public Involvement Lead).

Which information do you record and why do you record it?

We are recording your information as you have expressed an interest in becoming a member of a public involvement group for a study looking at the impact of the changes to the alcohol tax system in the UK.

We will record your gender, age, ethnicity, how often you purchase alcohol, and your postcode. We will record this information because we want to have a range of different people with different experiences in the group. We will record your contact details including your name and email address. This is so that we can send you information about the involvement group (for example, the date and time of the next group meeting) and share materials.

Where will my information be stored?

The information you provide in the online survey will be transferred from the survey platform (Qualtrics) to a secure password protected spreadsheet and your information will be deleted from the online survey platform within a week. The password protected spreadsheet will be stored on a secure computer drive at the University of Sheffield.

Who will have access to my information?

The researchers who co-ordinate the involvement group and the Group Facilitator, Grahame Reid, will have access to the folder where your information will be stored. Infrequently, the University may be required by law to disclose personal information when this is in the interest of personal or public safety and/or security.

How long do you keep my information for?

We will keep your personal information until 30th June 2027. After 30th June 2027 we may ask you if we can keep your personal information for longer. If you do not give us permission to keep your personal information for longer, we will destroy it. You can ask for your personal information to be destroyed at any time by contacting us by email.

What is your ‘legal basis for processing’ (why are you allowed to use my personal information)?

Data protection laws allow us to use your personal information in this way because it is required for our public purpose as teaching and research institutions, and you have given us your permission (or ‘consent’). You may withdraw your consent at any time by contacting us by email.

Will my personal information be published in any reports?

We will not publish any information about you that allows people to identify you. Any information that we do publish will be anonymous. You can ask for your anonymous information not to be published in any reports by contacting us by email.

Do I have to provide my personal information?

You do not have to provide your personal information; it is your choice. If you do decide to provide your personal information, you can still ask for it to be destroyed at any time and without giving a reason.

Where can I find more information?

To find out more about how the University of Sheffield manages your personal information, please see the information governance pages at <https://www.sheffield.ac.uk/scharr/scharr-information-governance-policy/information-governance>.

