



QWeb/QResearch User Privacy Notice

1. Data protection

We (the University of Oxford) make the QResearch database available as a resource for conducting research. This notice pertains to the processing of personal data of researchers (hereafter, referred to as “Researchers” provided when they apply for a QWeb account, which may be used to apply for access to the QResearch database. Researchers provide their title, name, email, research question, name of organisation, type of organisation, and position in this organisation (‘Personal Data’). They may also supply a short account of their career and qualifications – called a curriculum vitae or “CV”. They may also supply contact data (a mobile phone number) and technical data (a MAC address) provided when researchers require access to the QResearch database.

We act as the “data controller” when we process Personal Data for registration purposes. The legal basis on which we rely for this processing is Article 6(1)(f) (legitimate interests) under the UK General Data Protection Regulation (GDPR). This processing satisfies the University of Oxford’s mission to the advancement of learning through research and contributes to the body of research by enabling management of projects and access to the QResearch database.

2. How we use your data

We use your data to review and correspond with you about your QWeb account, data specification, project applications, access to QResearch datasets, and project reports. We coordinate an annual review to identify Researchers whose accounts are no longer needed and require deactivation. We need to process your data for these purposes in order to meet our legitimate interests in administering the registration and application process for the QResearch database. We process your data because you have given us your consent to do so.

You can withdraw your consent at any time by contacting us at qresearch@phc.ox.ac.uk. In this event, we will remove your access to QWeb and (if applicable) QResearch and stop the processing as soon as we can.

However, this will not affect the lawfulness of any processing carried out before your withdrawal of consent. We will only use your data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another related reason and that reason is compatible with the original purposes. If we need to use your data for an unrelated purpose, we will seek your consent to use it for that new purpose.

3. Who has access to your data?

We will provide access to your data to only those who need to view it as part of their work in carrying out the purposes described above. We share your data with third parties, including Dancing House Consulting, OVPN Connect, and DUO, which provide services to us for managing QResearch.

These companies are required to implement security measures, which protect your data in line with University of Oxford’s policies and procedures. We do not allow them to use your data for their own purposes.

We permit them to process your data only for specified purposes and in accordance with our instructions. Where we share your data with a third party, we will seek to share the minimum amount necessary.

4. Retaining your data

In the event that you do not use your QWeb account for at least one year we will retain your data for up to two years from the date on which you applied to create a QWeb account. In the event that you do use your QWeb account we will retain your data as long as is needed for research integrity purposes.

This notice is posted and available here: <https://qweb.qresearch.org/SelfSignUp.aspx> and here: <https://qweb.qresearch.org/>

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5. Security

We hold your data securely in accordance with the University's policies and procedures. Further information is available on the University's Information Security website: www.infosec.ox.ac.uk.

6. Where we store and use your data

We store and use your data electronically on University systems in the UK and on third party systems. We have entered into a contracts with these companies, which incorporate the required data protection clauses recognised or issued in accordance with the UK data protection regime.

7. Your rights

We explain your information on your rights in relation to your personal data [here](#).

8. Contact

If you have any questions about how your data will be used, please contact the QResearch team at qresearch@phc.ox.ac.uk. If you wish to exercise any of your rights as mentioned above or if, for any reason, you are not happy with the way that we have handled your data, please contact the University's Information Compliance Team or the University's Data Protection Officer using this email address: data.protection@admin.ox.ac.uk.

If you are still not happy, you have the right to make a complaint to the Information Commission's Office.