

Privacy Notice (to be appended to the Participant Information and Informed Consent Forms)

Name of Research Project: **Creatives in Crisis: How freelance creatives mobilise online communities in response to the COVID-19 pandemic.**

Description of Project: As a largely non-unionised group of workers, freelance creatives have often found it challenging to resist these power imbalances and achieve fairer pay for all. This research will utilise a netnographic approach, supplemented by online video interviews, to consider how freelance creative workers are affected by the unprecedented COVID-19 pandemic and explore how they are mobilising online communities to respond.

Data Controller	Edinburgh Napier University
Purposes for collection/processing	This research will utilise a netnographic approach, supplemented by online video interviews, to consider how freelance creative workers are affected by the unprecedented COVID-19 pandemic and explore how they are mobilising online communities to respond.
Legal basis	Art 6(1)(e), performance of a task in the public interest/exercise of official duty vested in the Controller by Statutory Instrument No. 557 (S76) of 1993 as amended, e.g. for education and research purposes.
Whose information is being collected	Freelance creative workers
What type/classes/fields of information are collected	Some personal information may be inadvertently gathered (e.g. twitter handles), but this will be deleted before analysis. Video recordings
Who is the information being collected from	From information posted by the data subject in online forums and from the data subject directly.
How is the information being collected	Online, by the researcher
Is personal data shared with externally	No
How secure is the information	For services provided locally by Information Services, information is stored on servers located in secure University datacentres. These datacentres are resilient and feature access controls, environmental monitoring, backup power supplies and redundant hardware. Information on these servers is backed up regularly. The University has various data protection and information security policies and procedures to ensure that appropriate organisational and technical measures are in place to protect the privacy or your personal data. The University makes use of a number of third party, including "cloud", services for information storage and processing. Through procurement and contract management procedures the University ensures that these services have appropriate organisational and technical measures to comply with data protection legislation. The University is Cyber Essentials Plus accredited..

Who keeps the information updated	Researcher updates on notification by individual
How long is the information kept for	Personal data will be destroyed as soon as it is no longer required and before the end of the project. The anonymised research data will be kept for 10 years
Will the data be used for any automated decision making	No
Is information transferred to a third country? Outside the EEA and not included in the adequate countries list.	No
<p>You can access all the University's privacy notices using the following link: https://staff.napier.ac.uk/services/governance-compliance/governance/DataProtection/Pages/statement.aspx</p> <p>You have a number of rights available to you with regards to what personal data of yours is held by the University and how it is processed – to find out more about your rights, how to make a request and who to contact if you have any further queries about Data Protection please see the information online using the following URL: https://staff.napier.ac.uk/services/governance-compliance/governance/DataProtection/Pages/default.aspx</p>	