

Privacy Notice for Research Participants – REALITIES PROJECT

Our commitment to privacy

We (North Lanarkshire Council) are committed to protecting the privacy and confidentiality of any personal information that we hold.

In the delivery of the REALITIES research project, we may process your personal data for the purposes set out in this privacy notice. This privacy notice will explain how we look after your personal information and tells you about your rights in relation to the project. We keep our Privacy Notice under regular review. This version was last updated on 2 March 2026.

The information published on this page supplements the information you have been given in the Participant Information Sheet in connection with your participation in the REALITIES project. In the unlikely event that there is any contradiction between this information and the Participant Information Sheet that you have already been given, the specific information takes precedence.

How we protect your information

We will ensure that your personal information is kept secure, in line with the UK General Data Protection Regulation and the Data Protection Act 2018, and we will only collect the minimum information necessary to fulfil a particular purpose. When we don't have a need to keep information about you, it will be disposed of in a secure manner.

Controller

The information published here applies to the use of your personal information by the Council.

The project is led by the University of Edinburgh in collaboration with the following bodies: University of Bath, University of Dundee, St Andrews University, Glasgow School of Art, Manchester Metropolitan University, Bethany Christian Trust, Ochil Youth Community Improvement, Artlink Edinburgh and the Lothians, Ninewells Community Garden, Flip of the Coin, and North Lanarkshire Council (collectively known as the 'Project Collaborators'). Each Project Collaborator is a separate Data Controller under data protection laws.

Data Protection Officer

We have appointed a data protection officer (DPO) who is responsible for overseeing questions in relation to this privacy notice. If you have any questions about our Privacy Notice, including any requests to exercise your legal rights, you can contact our Data Protection Officer by email: dataprotection@northlan.gov.uk or by post to North Lanarkshire Council, Civic Centre, Windmillhill Street, Motherwell, ML1 1AB.

The personal information we hold about you

We may collect, store, and use the following kinds of personal information about you:

- Information about who you are e.g. a unique participant identifier
- Information collected or shared by you during the creative activities or sessions with you, including anecdotal stories and shared experiences
- Your feedback including thoughts and feelings about your involvement and impact on you
- Observations about you from creative activities and our interactions with you

- Observations about your behaviour or engagement e.g. changes observed in you or impact to you
- Special category data such as gender, ethnicity, substance abuse, mental health concerns, physical and learning disabilities, mental impairment or ill health
- Qualitative output, derived from our observations, interactions, and discussions
- Any involvement with the criminal justice system including details of criminal convictions and offences where shared with explicit consent
- Information about your contact with us e.g. phone calls, emails, and letters

How is your personal information collected?

We collect personal information using different methods; either directly from you, or a third party on your behalf, or from various other sources, including but not limited to:

- By completing forms relevant to your participation in the research project
- By collecting and managing your consent e.g. UK GDPR Consent form
- During our interactions with you including by sensitively observing the creative sessions with you and recording observations or where you attend participation sessions
- By engaging in informal discussions with you about your experiences and collecting your feedback
- Information gathering exercises e.g. evaluation forms capturing information collecting during and sessions, structured debrief conversations, interviews with council officers and during the triage of information collected.
- By preparing and reviewing qualitative output, derived from our observations, interactions, and discussions to be shared with the project collaborators
- When you otherwise communicate with us e.g., by letter, phone, or email.

We need to process your personal data as part of the research project and then, where feasible, will ensure that your data is anonymised (i.e. is no longer considered personal data and does not identify you) and in other cases is pseudonymised (your identity is technically removed from the data and protected by use of secret keys).

Purposes for which we will use your personal data

We collect and use your personal data to:

- To research evidence-based alternatives to systems of health and social care, and this will include using the data collected to provide information on alternative ways of working and service development to improve health outcomes.
- To better understand how creative activity and being connected with nature can support health and wellbeing, whilst supporting research into health inequalities within the justice system
- To co-design practical toolkits, principles, and reports in relation to the REALITIES project in the support of work of local justice, community organisations, and principles.
- To help us develop and enhance our research project
- With your consent, data collected may be used in future compatible ethically approved research projects

Basis of processing

As your involvement in this project requires active participation, we rely on your consent as the legal basis for using your personal information. We will seek your consent both to involvement in the research and to the exchanges of information associated with the research. Where your participation involves the collection of more sensitive personal information or information about criminal offences, we will seek explicit consent.

If you do decide to take part, you are able to withdraw from the research without giving a reason until the point at which your data is anonymised and can therefore no longer be traced back to you. *If you want to withdraw from the research study before your data is anonymised, please write to mcarthurd@northlan.gov.uk.*

Deciding not to take part or to withdrawing from the project does not have any penalty and will not affect your legal rights. You are not legally or contractually obliged to supply us with your personal information for the project.

Sharing your personal information

Information collected will be shared with the parties below (replacing personal identifiers unless legally required and where feasible):

- Artists and the Council's Community Embedded Researcher who have access to information observed, discussed, and captured.
- The Council's Arts Development Team will have access to the information collected from the sessions as well as the feedback collected directly from Council Officers
- Project Collaborators when carrying out the project activities and exchanging information
- The data analysis software provider used by the University of Edinburgh for qualitative analysis
- Shared publicly - The contents of the funded research proposals will be available on project collaborators websites and other publicly available sources. The results of the research study including sessions in which you participate may be summarised in published articles, reports and presentations.
- Edinburgh University Archives for future research including their Archives for long-term preservation

We may also have to share your personal information in accordance with the Council's wider privacy notice which can be found here [Privacy and cookies | North Lanarkshire Council](#), including where legally required to do so.

When information is shared, we ensure that agreements are in place covering security and use of the information, and we only pass the minimum information to allow the research to be carried out. This generally means we will not disclose information which would identify you, unless legally required to do so and where feasible. We approach the release of any information collected as though the information contained personal identifiers and put safeguards around the disclosure appropriate to the release of personal data.

Where we process your information

Your information will normally be stored and processed on servers based within the UK and/or the European Economic Area. In the event it is necessary to transfer personal information overseas, we will take additional steps to ensure your information is protected to an equivalent level as would be applied by UK data protection legislation.

How long will we hold your information?

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. The Council has a [Records Retention Schedule](#) which sets out how long we keep records and the reason.

The University of Edinburgh as project lead will retain the information, including any personal information shared with the Project Collaborators securely for the course of the project and thereafter retention will be in line with the Lead's data management and retention policies.

Your Legal Rights

Under certain circumstances, you have rights under data protection laws in relation to your personal information. You have the right to:

Request access to your personal information (known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.

Request correction of inaccurate or incomplete personal information that we hold about you.

Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. Note, however, that we may not always be able to comply with your request of erasure for specific legal reasons which will be notified to you, if applicable, at the time of your request.

Request restriction of processing of your personal information. This enables you to ask us to suspend the processing of your personal information for certain reasons. We are still permitted to keep your information – but only to ensure that we do not use it in the future for those reasons you have restricted.

Not be subject to a decision based on solely automated processing if that produces a legal effect concerning you or similarly significantly affects you.

Complaints

We aim to directly resolve all complaints about how we handle personal information. If your complaint is about how we have handled your personal information, you can contact the Council's Data Protection Officer by email: dataprotection@northlan.gov.uk or by writing to the Council's Data Protection Officer, Civic Centre, Windmillhill Street, Motherwell, ML1 1AB.

If you are still unhappy with how the Council have handled your complaint, you may contact UK Information Commissioner's Office, Wycliffe House Water Lane, Wilmslow, Cheshire, SK9 5AF
Tel: 0303 123 1113 | Website: www.ico.gov.uk.