University of Warwick Data Collection Statement for the REF 2021 – Non-Staff

About the REF
The purpose of the Research Excellence Framework (REF) is to assess the quality of UK research and to inform the selective distribution of public funds for research by the four UK higher education funding bodies. The REF outcomes are used to calculate about £2 billion per year of public funding for universities’ research, and affect their international reputations. The results also inform strategic decisions about national research priorities. The current REF will be undertaken in 2021 and the results published in 2021 or soon after (REF2021). The submission and publication of results may be delayed due to COVID-19.

The REF was first carried out in 2014, replacing the previous Research Assessment Exercise. It included for the first time an assessment of the broader impact of universities’ research beyond academia: on the economy, society, culture, public policy and services, health, the environment and quality of life – within the UK and internationally.

Impact is assessed through the submission of case studies, which describe the changes or benefits brought about by research undertaken by researchers at the institution. Impressive impacts were found across all disciplines, with 44 per cent of submissions judged to be outstanding. A database of case studies submitted in 2014 can be found here: [https://impact.ref.ac.uk/](https://impact.ref.ac.uk/).

Data collection
The REF is managed by the REF team, based at Research England (RE), on behalf of the four UK higher education funding bodies. RE is part of UK Research and Innovation (UKRI), and under this arrangement UKRI has the role of ‘data controller’ for personal data submitted by us to the REF.

You are providing information for one or more impact case studies or environment statements as part of the University of Warwick’s submission to the current REF. In 2021 the University will send information about impact case studies and environment statements to UKRI for the purpose of the REF 2021. The information will not be in coded form and your name - and details such as your job title and organisational affiliation - may be provided in these narrative statements. This data is referred to throughout this document as ‘your data’.

You can find further information about what data are being collected on the REF website, at [www.ref.ac.uk](http://www.ref.ac.uk) in particular publication 2019/01, ‘Guidance on submissions’. Annex G of that document sets out the data that the University will be required to share with UKRI.

The legal basis for the processing of any personal data that you provide the University for the REF is ‘task in the public interest’.

The University will retain and process your personal data for the purposes of this REF and future REF, or equivalent, submissions.
Sharing information about you

UKRI may pass your data, or parts of it, to any of the following organisations that need it to inform the selective distribution of public funds for research and to carry out their statutory functions connected with funding higher education:

- Department for the Economy, Northern Ireland (DfE)
- Higher Education Funding Council for Wales (HEFCW)
- Scottish Funding Council (SFC).

UKRI and the organisations listed above will use the information to analyse and monitor the REF 2021. This may result in information being released to other users including academic researchers or consultants (commissioned by the funding bodies), to carry out research or analysis, in accordance with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679). Where information not previously published is released to third parties, this will be anonymised where practicable.

UKRI will require that anyone who has access to your data, held in UKRI’s records, paper or electronic, will respect its confidentiality and will only process it in accordance with instructions issued for the purposes specified by UKRI.

Parts of your data will be passed to the REF expert panels and the Equality and Diversity Advisory Panel (whose members are independent of UKRI) for the purpose of conducting a systematic evaluation of submissions, in accordance with predetermined criteria and methods. All panel members are bound by confidentiality arrangements.

Publishing information about your part in our submission

The results of the assessment exercise will be published by UKRI, on behalf of the four UK higher education funding bodies, in December 2021 or soon after.

Those parts of submissions that contain factual data and textual information about research activity will also be published by UKRI, on behalf of the four UK higher education funding bodies, and will be made available online. Published information is likely to include textual information including impact case studies and environment statements in which you, and the information you have provided, may be referenced. Your name and job title may be included in this textual information. Other personal details will normally be removed.

If there is information in your letter (including your name or job title) which you do not want to be published, then you can request that this information is redacted from the published version of the case study. To request this, please contact refimpact@warwick.ac.uk by 31st December 2020. The University will notify you that we have received your request and ensure that your requested redaction is actioned.

If you have any questions about the information contained in this document, please contact the University of Warwick Impact team by emailing refimpact@warwick.ac.uk.
Accessing your personal data

Under the Data Protection Act 2018 and the GDPR, you have the right to request a copy of any personal information that UKRI holds about you. Further information about the Act and GDPR, and guidance on making a subject access request, can be found on the RE web-site at https://re.ukri.org/about-us/policies-standards/foi-data-protection/

If you have any concerns about your information being used for these purposes, please contact:

For UKRI:
Data Protection Officer
UK Research and Innovation
Polaris House
Swindon, SN2 1FL

Email: dataprotection@ukri.org

For the University of Warwick:
The Data Protection Officer
Information and Data Compliance Team
University of Warwick
University House
Kirby Corner Road
CV4 8UW

Email: dpo@warwick.ac.uk

For further details of how the University of Warwick processes your data, including your rights regarding your data, please see our privacy notice here:
https://warwick.ac.uk/services/sim/privacynotices/thirdpartiesandsitevisitors/