

# DATA PROTECTION AGREEMENT – QUB & SORTITION FOUNDATION

## PARTIES

- (1) Queen’s University Belfast (“QUB”), company registration number NIC101788, of University Road, Belfast, Northern Ireland, BT7 1NN
- (2) Sortition Foundation (“Sortition Foundation”) of 32 Gilbert Close, Cambridge, Cambridgeshire, CB4 3HR.

## 1. DURATION

- 1.1 From 24/07/2024, on an ongoing basis until cancelled at the request of either party.

## 2. DATA PROTECTION

- 2.1 The Parties agree that, under the terms of the UK General Data Protection Regulation (“UK GDPR”), the Sortition Foundation is the controller and QUB is the processor of any personal data that will be processed as part of delivering any and all services together, until QUB has the consent of individual data subjects to be a separate controller of their personal data, as outlined below, at which point we are separate data controllers of that data. Any exceptions or variations to this agreement must be agreed in writing between the Parties.

- 2.2 Both Parties will comply with all of their respective obligations under the UK GDPR and the Data Protection Act 2018 in respect of the personal data referred to in clause 2.1, including, but not limited to:

- The purpose and lawful basis for processing the personal data
- Transparency obligations, including privacy notices
- Arrangements for storage, security, and retention periods
- Data sharing
- Exercise of individual rights
- Data breaches.


- 2.3 The Parties will liaise with each other, and provide each other with all reasonable assistance, to enable both Parties to comply with their data protection obligations under this Agreement. Both parties will inform each other if they receive an instruction to delete someone’s personal details, where it would be reasonable to assume that this should apply to all data controllers. The parties have set out, in Schedule 1 below, their respective arrangements for protecting the personal data that will be processed in delivering the Service.

- 2.4 The subject matter of the processing is the selection of participants for engagement processes.

- 2.5 The duration of the processing is from the receipt of personal data by QUB until deletion of the data, or until QUB receives the consent of the data subject to hold their data as a separate data controller, whichever is earliest.

- 2.6 The nature and purpose of the processing is for QUB to:
- select participants to take part in engagement processes
  - contact selected participants to arrange for their participation in and remuneration for engagement processes
  - ask for participants' consent for QUB to hold their data as a separate data controller
- 2.7 The type of personal data involved is the contact details, event-needs details, and demographic and attitudinal information which can include special category data types: health status, ethnicity and political views, that is submitted by the potential participants.
- 2.8 The category of data subject is people who register an interest in taking part in engagement processes with the Sortition Foundation.
- 2.9 The Sortition Foundation's obligations and rights are as set out elsewhere in this agreement.
- 2.10 QUB must only act on the Sortition Foundation's documented instructions, unless required by law to act without such instructions.
- 2.11 QUB must ensure that people processing the data are subject to a duty of confidence.
- 2.12 QUB must take appropriate measures to ensure the security of processing.
- 2.13 QUB must only engage a sub-processor with The Sortition Foundation's prior authorisation and under a written contract.
- 2.14 QUB will provide all necessary assistance to The Sortition Foundation to enable data subjects' rights to be exercised.
- 2.15 Where QUB does not have the consent of the data subject to act as a data controller, deletion of any personal data received from the Sortition Foundation under this agreement must take place within one year of the final session of the engagement process for which the data was received.
- 2.16 QUB must submit to audits and inspections.

Signed by: Sandra McDonald, Information Compliance Manager

on behalf of QUB ..... 

Dated: 10 July 2024

Signed by: Ruth Davis, Director of Operations

on behalf of the Sortition Foundation ..... 

Dated: 22 July 2024

## Schedule 1

Outline of the data protection arrangements in place for the delivery of any services delivered.

### THE SORTITION FOUNDATION

The Sortition Foundation will have the following data protection arrangements in place:

- The personal data will comprise: name, address, phone number, email address, gender or sex, date of birth, and a range of other socio-economic, demographic and attitudinal data that may include (but is not limited to) such categories as ethnic group, disability status, voting history, occupation and/or educational level and/or household income; and practical needs relating to the event e.g. medical conditions and family situations.
- Panel participants will receive a privacy notice. The privacy notice will give participants clear information about how their data will be used, the lawful basis for this processing, their data protection rights and how those rights can be exercised, arrangements for storage and (if appropriate) sharing their data, the data retention periods, and contact and complaint information.
- The personal data will be used to select participants in the Panel (or similar event) with the aim of matching wider population demographics. It will also be used in order to contact people selected to discuss their attendance.
- The personal data will be kept for one year after the last session of the process, at which point it will be securely destroyed.
- Registrants can opt in to having their data retained indefinitely in order that they can also be contacted about and selected for similar events in the future.
- All personal data will be stored securely and access to the data will be controlled. The personal data collected will only be shared with QUB, unless participants clearly consent to sharing with other organisations or individuals. Fully anonymised information, based on personal data, may be used and shared elsewhere (e.g. demographic analysis); this information will contain no personally identifiable data.
- Panel registrants will be sent a link to our privacy notice and/or offered to receive this notice by post. The privacy notice will give participants clear information about how their data will be used, their data protection rights and how those rights can be exercised, arrangements for storage and (if appropriate) sharing their data, the data retention periods, and contact and complaint information.
- The Sortition Foundation has an email contact point ([info@sortitionfoundation.org](mailto:info@sortitionfoundation.org)) to deal with data protection enquiries, including data subject requests. This contact information will be included in the participants' privacy notice.

## QUB

QUB will have the following data protection arrangements in place:

- QUB will use the personal data received from the Sortition Foundation to plan and manage the Northern Ireland Public Data Panel (NIPDP), including joining instructions for participants, planning seating arrangements, supporting participants' needs, processing thank-you gifts, selecting replacement participants, etc.
- Panel participants will receive a Privacy Notice. The privacy notice will give participants clear information about how their data will be used, the lawful basis for this processing, their data protection rights and how those rights can be exercised, arrangements for storage and (if appropriate) sharing their data, the data retention periods, and contact and complaint information.
- Participants will be asked to give their consent to take part in the NIPDP and for QUB to process their personal data as set out in the privacy notice. Further personal information (namely bank account details) will be collected to allow QUB to process participant payments.
- All personal data will be stored securely and access to the data will be controlled. The personal data will not be shared with any other organisation or individual unless participants clearly consent to that sharing. Participants in NIPDP will be notified that as NIPDP is a partnership between QUB and the Northern Ireland Trusted Research Environment (NITRE), data will be shared between these two organisations. This will be clearly stated in the privacy notice. The data will not be shared beyond these two organisations.
- A project-specific data risk assessment will be completed at the outset, per QUB's Data Protection Policy.
- QUB has a dedicated email contact point ([adrcni@qub.ac.uk](mailto:adrcni@qub.ac.uk)) to deal with data protection enquiries, including data subject requests. This contact information will be included in the participants' privacy notice.
- The retention period for the personal data will be one year after the end of the participants' term with NIPDP, at which point the personal data will be securely destroyed. The only exception to this is likely to be data (such as photographs) which are embedded in publications, and participants will be asked to explicitly consent to this use.