

Privacy Notice for academic staff research outputs in GALA

The University of Greenwich may process the following personal data about you when you create records, or when we create records about you, in the institutional repository (GALA):

- Name
- ORCID ID
- Greenwich ID/Username (this is not accessible publicly)
- Greenwich email address (this is not accessible publicly)
- Information about your research
- In some cases, your research paper in its entirety

If records are created on your behalf we may obtain this data about you from external journal databases and websites.

Data in GALA will be retained as an ongoing record of research being undertaken, and will not be deleted. We delete Greenwich ID/Username after your contract has ended.

We process personal data about you for the following reasons:

- As an ongoing record of research being undertaken at the university
- For administration of the records and to enable reporting for activities such as the Research Excellence Framework (REF)

We rely on Public Task as the legal basis for processing the data.

We may share data about you with Research England for the REF submission.

You have rights as a Data Subject. You can see more information about those rights on our website.

To contact Peter Garrod, the University of Greenwich Data Protection Officer and University Secretary, email: compliance@gre.ac.uk