**Transparency measures during your health research study: a guide for applicants**

As per the Health Research Regulations and the requirements of the GDPR - the following is a list of information points that an organisation processing personal data for health or social care research should consider, at minimum, when communicating to potential research participants.

***Please note this information is a guide only, please consult your DPO for any advice in relation to your particular research project.***

***Where the term ‘data’ is used, this relates to personal data.***

1. **Who has access to the data**:
* Who are the data controllers
* Who are data processors
* Contact details of the Data Protection Officer appointed for the research project.
* Is there any third-party person or organisation with whom the personal data will be shared with and what is the purpose of such sharing.
* Is the data transferred to another country and whether that is within the EEA or any other third country. Clarify the purpose of such sharing.
* Who is funding the health research project, if applicable.
1. **Data processing activities:**
* What are the measures to protect the security of the personal data.
* What happens the data after the research is completed, i.e. is it anonymised, archived or destroyed.
* Duration of the research project and how long will the data be stored for following this, if applicable.
* If there are AI tools in use as part of the research project, the potential impact of this on the personal data should be outlined.
* Clarify there will be no disclosure of the personal data unless required by law, or the data subject has given explicit consent to the disclosure.
1. **Withdrawal process:**
* The notice should describe the right to withdraw from the research at any time and what will happen the data, if this happens.
* Who to contact if an individual wishes to withdraw – give contact details.