

PRIVACY STATEMENT UNI RESEARCH AS

This privacy statement describes how Uni Research AS collects and uses personal information in research, training, and communication, as well as information about its own employees. Uni Research AS, represented by the Managing Director, is the data controller for the company's processing of personal data. The statement contains information people are entitled to when we collect information (the Personal Data Act section 19), and general information on how we process personal data (Personal Data Act section 18, 1st paragraph).

Personal data refers to information and assessments that can be linked directly or indirectly to an individual. Uni Research has divided the privacy statement into three areas covering its own employees, external people and personal data used in research.

Personal data in research

The research at Uni Research is project- and programme-based, and is funded through external appropriations in the form of assignments or contributions to self-initiated research.

The research at Uni Research is based on various types of existing and collected quantitative and qualitative data such as registry- and survey data, interview data, field observations, documents, historical archive data etc. The use of data materials containing personal data is governed by the Personal Data Act.

Portions of the material contain personal data relating to medical and health science research, where use is regulated by the Health Research Act and approved by the Regional Ethics Committee (REK).

A complete overview of the personal data used in each research project is stored in the notification archive at the Norwegian Research Data Center (NSD).

The purpose of the collection and use of personal data in Uni Research is to produce research results of high scientific quality. In each research project, the purpose of processing personal data is stated for the specific project.

Personal data is not normally disclosed to third parties. However, in certain projects personal data may be shared with other research environments, subject to consent.

Data sets are deleted or anonymized when the processing ends, unless otherwise agreed.

Newsletter

The departments of Uni Research send out email newsletters to their respective target groups. This requires that recipients sign up with their email address. This address will only be used to send out newsletters.

Recipients can request to be removed from the recipient list at any time and that their email address be deleted.

Information that is recorded in connection with courses, conferences and similar is solely used for this purpose.

This information will be deleted when the data processing needs are no longer present.

Web analytics / web statistics

Cookies are used to obtain information about language references. To collect statistics, the Google Analytics statistics tool is used.

The information from Google Analytics cannot be traced directly to individuals.

Case Management and Archives

Uni Research uses the EPhorte filing system for the mail journal and electronic storage of documents. In addition, a paper-based archive is used for some personnel documents. The archives are access-controlled.

In EPhorte, Uni Research processes the personal data of project managers and case managers that is necessary for managing the projects.

The mail journal is registered according to the Public Administration Act Chapter 2.

Email and telephone

Uni Research uses email and mainly landline as part of its daily work. Very few employees using service telephones.

All employees use email in dialogue with internal and external contacts. The individual employee is responsible for deleting messages that are no longer relevant.

Unless otherwise specified, the email account will be closed

when the employment relationship ends, and the data is deleted 6 months after the account is closed. Some relevant emails will usually be transferred to colleagues.

We would make you aware that regular email is not encrypted. Therefore, secret, sensitive or other confidential information should not be sent via email.

Information on recipients of external fees and reimbursements

The necessary information for the payment of fees and reimbursement of expense reports is recorded in the payroll system. This is, for example, size of the fees, tax rate, tax municipality, copy of passport (for foreign nationals without a work permit in Norway), disbursements that are refunded, per diem rates and bank account numbers.

Reimbursement of outlay may also be done through disbursements to suppliers.

Information about your name, address and bank account number, as well as documentation on what is being refunded, is then stored in the invoicing system.

Access to information is limited with authorization controls of the payroll system, invoicing system, general ledger, and reporting tools.

In accordance with the Accounting Act, Uni Research is obliged to store payment vouchers for 5 years from the end of the fiscal year.

Uni Research's customers may require longer storage, this will appear in the contract for each project. Uni Research vouchers are deleted 15 years after the end of the fiscal year.

Rights

Anyone who asks is entitled to the basic information on the processing of personal data in a business, pursuant to the Personal Data Act section 18, 1st paragraph.

Uni Research has provided this information in this statement and will refer to it upon request.

Anyone registered in one of Uni Research's systems is entitled to access to their own information.

Anyone is also entitled to request that false, incomplete or information that Uni Research is not permitted to process should be corrected, deleted or supplemented.

Contact information

Data Controller

Uni Research AS Attn. Managing Director Aina M. Berg
Mailing address: PO Box 7810, N-5020 Bergen
Visiting address: Nygårdsgaten 112, N-5008 Bergen
Telephone: + 47 55 58 50 00
Email: post@uni.no

Contact Data Protection Officer

Data Protection Officer for Research, NSD
Address: Harald Hårfagres gate 29, 5007 Bergen
Telephone: + 47 55 58 21 17
E-mail: personvernombudet@nsd.no