

### About the REF

The purpose of the Research Excellence Framework 2021 (REF 2021) 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 REF was first carried out in 2014, replacing the previous Research Assessment Exercise. It introduced 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 BCU. A database of case studies submitted in 2014 can be found here: <https://impact.ref.ac.uk/>.

### Birmingham City University

All of the research undertaken at BCU is underpinned by policies and procedures that ensure we comply with all of the regulations and legislation that govern the conduct of research. This includes data protection legislation: the General Data Protection Regulation (GDPR) and the Data Protection Act (DPA) 2018, which cover how we must handle your personal data.

### Data collection

You may have provided information for one or more impact case studies as part of our submission to REF 2021. In 2020 we will send information about impact case studies and the research environment statements to UKRI for the purpose of REF 2021. The information will not be in coded form and your name, as well as details such as your job title and organisational affiliation, may be provided in these narrative statements. We refer to this information about you as 'your data'. Your supporting evidence statement will be held by BCU for five years. The data will be held securely on BCU premises/servers with access restricted to a needs only basis

You can find further information about what data is being collected on the REF website, at [www.ref.ac.uk](http://www.ref.ac.uk)

### 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.

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 in which you may be referenced**. Your name and job title may be included in this textual information. Other personal details will be removed.

### **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 or BCU holds about you. Further information about the Act and GDPR, and guidance on making a subject access request, can be found 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:

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

Email: [dataprotection@ukri.org](mailto:dataprotection@ukri.org)

Or BCU at:

Data Protection Officer  
Information Management Team  
Birmingham City University  
University House  
15 Bartholomew Row  
Birmingham  
B5 5JU

[informationmanagement@bcu.ac.uk](mailto:informationmanagement@bcu.ac.uk)

Telephone: +44 (0) 121 331 5288

Please acknowledge you have read and agreed to this document

Name	
Signature	
Date	