Research and Innovation

PURE PRIVACY NOTICE

About us

This privacy notice explains how the University of Reading (and the Henley Business School) collect and process personal data within PURE.

PURE is a Current Research Information System (CRIS) that UoR will use to collect, manage and showcase research information.

The University of Reading (and the Henley Business School) are Data Controller (hereafter referred to as "**We or Us"**) in respect of the information that we process about users of our services (hereafter referred to as **"You" or "Your"**).

The protection of your personal data and the clear communication of how it is used is important to us, so if there is anything in this privacy notice that is unclear, or that you do not understand, please contact us.

The purposes we use your personal data for

In this notice we refer to the collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction of your personal data as "processing" (hereafter referred to as **"process", "processes", "processed"** or **"processing"**).

The University of Reading processes your personal data for the following purposes:

- As a platform for Research and Innovation Activity: To bring together, and hold in one place, data relating to research and innovation undertaken at the University of Reading.
- To support Research Data Integrity: To become the source system for research outputs and other information relating to research and innovation activities, which will be collated with data that originated from, and remains in line with, other source systems.
- To assist with our Research Excellence Framework submission: To provide a platform for REF preparation activities, as well as for curating and making REF submissions for the University of Reading.
- For Internal Reporting: To provide dynamic, top-level information and insights to support research leaders in monitoring activities and performance at the relevant level within the organisational structure.
- To make Researcher Profiles publicly accessible : To showcase externally the sum of research, innovation and impact of individuals and units/groups at the University of Reading. An updated Privacy Statement will be published ahead of the PURE Portal launch (planned for early 2027) to explain the data that will be made publicly available and the purposes for which it is published.

The personal data we process

- We process the below categories of personal data for the above purposes within PURE. The majority of this data will not be visible to most users of PURE. Access is restricted to authorised individuals, including senior leaders who would ordinarily have access to this information as part of their role and system administrators who require access to support and manage the system. We will also pull in data from UoR Research Data Archive.

Name

Data of Birth

University Email address

Student ID numbers

Staff ID numbers

ORCID's, Scopus IDs

Gender

Online Identifiers (to include IP address data)

Employment records to include CV's, references

REF review data

Grade

Position

Employment type

Nationality

An updated Privacy Statement will be published ahead of the PURE Portal launch (planned for early 2027) to account for any personal data that will be made publicly available and the purposes for which it is published. No personal data will be made publicly accessible as part of the initial launch of the PURE back-end system. The first release is for internal University use only, with access restricted to authorised users. Any future publication of researcher profile information through the PURE Portal will be subject to a separate release, supported by updated privacy information, appropriate governance and communication activities.

Indirect data collection:

Data is collected from internal University data sources and systems, which includes Human Resources (iTrent), Student records systems (RISIS) and the research outputs repository (CentAUR/EPrints) and eventually RCP and Worktribe (R&I application and award systems)

We also process publicly accessible bibliometric data drawn from third-party sources which include DataCite, Web of Science, Scival, Scopus, Altmetric, Cross REF, EspaceNet, and PlumX.

Automated data collection:

We use cookies on our websites. Cookies are text files placed on your computer to help us analyse how users use our website.

For further information on cookies visit www.allaboutcookies.org or www.aboutcookies.org.

More information on the cookies we use can be found at: Cookies

Legal basis for processing your personal information

Where the University is processing your personal data to advance education, learning and research through the provision, support and maintenance of a University, in line with our University Charter we will be doing so under the lawful basis of the performance of our public tasks and where activities involving personal data are for purposes connected to general

public outreach and engagement or in support of the University's charitable objectives or those in the public interest.

We may also process your personal data under the lawful basis of public interest where it is necessary for archiving purposes, scientific or historical research purposes or statistical purposes.

Where any purposes are required by law, we will process your data on the basis of a legal obligation. This will include where we are required for any financial, accounting or auditing purposes and where we are otherwise required by law.

Who we may share your data with

Information held within PURE is available only to authorised users who have been provided with a PURE account. By default, users (Staff/Students) will only have access to view and maintain their own research information , including their researcher profile, research outputs and activities. A limited number of authorised users have access to additional system functions and associated user account information where this is necessary to carry out their duties (e.g. REF preparation). Access to information about other individuals is limited and granted on a role-based basis , following the principle of least privilege. Administrative access – which allows information on all users in the system - is restricted to staff whose job responsibilities require it and is approved by the PURE operations group.

The University uses third party providers to help deliver our services, such as organisations that partner with us and externally hosted software or cloud data hosting providers. These parties act under contractual data sharing requirements or as data processors acting solely on our explicit instructions. We ensure that we have measures and terms in place with those providers to ensure that they also protect your data.

There may be circumstances where we are legally obliged to share information. For example under a court order. We might also share information with other regulatory bodies in order to further their, or our, objectives. In these limited circumstances we will always ensure that we have a lawful basis on which to share the information.

When it is necessary for us to transfer your personal information outside of the UK this will only be done in accordance with safeguards required within the UK GDPR which include where the country is deemed to have adequate measures for protecting personal data, or where a lawful transfer mechanism can be relied upon, such as Standard Contractual Clauses and the UK transfer addendum.

The University is a public authority for the purposes of the Freedom of Information Act and the UK GDPR and subject to information access regimes. Requests for any information are considered on a case-by-case basis, and we will only disclose your information where we are legally required to do so.

We may also be required to share information with auditors or where required under statutory or regulatory regimes. Any personal information shared will be only that deemed necessary and will be anonymised wherever possible.

The University will not *sell, license, or trade* your personal information.

Your rights

Under data protection law You also have a number of rights, which are the rights to:

- Request a copy of the personal data that we process about you (Access).
- Request that inaccuracies in personal data that we hold about you are corrected (Rectification).

- Request that personal data that we process about you is erased (Erasure).
- Restrict the processing of personal data that we process about you (Restriction).
- Object to the ways in which we process your personal data where we have processed your data under the lawful basis of our Public Tasks or Legitimate Interests.
- Transfer your data to another organisation. This right applies in very limited circumstances and only where personal data is processed on the lawful basis of consent (Data Portability).

More information on your data rights can be found at the Information Commissioner's Office website:

https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/

Some rights are dependent on the lawful basis for processing your information. If we have legitimate grounds to not carry out your wishes, these will be explained to you in response to your request.

You also have the right to complain to the Information Commissioner's Office.

Retention of your data

We will retain your data for as long as is necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting or reporting requirements. Personal data will be subject to established retention schedules which vary dependant on the nature of the data and the purposes it is required for.

Information used for the purposes of research in the public interest may be retained for longer periods with appropriate safeguards for the protection of personal data in place.

In some circumstances we may anonymise your personal data (so that it can no longer be associated with you) for research or statistical purposes in which case we may use this information indefinitely without further notice to you.

Changes to this notice

We keep our privacy notice under regular review to ensure best practice and compliance with the law. This privacy notice was last updated on 09/11/2026.

We may change this privacy notice from time to time. If we make changes in the way we process your personal information we will make this clear on our websites and may also inform you directly if changes are significant.

Contact Us

If you have any general queries regarding PURE please contact PURE@reading.ac.uk

If you would like to exercise your rights, or have any concerns regarding how we have handled your personal information please contact our Data Protection Office at:

Telephone: 0118 378 8981

Email: imps@reading.ac.uk