

# Personal Data

## QMUL Policy

You can read more about collecting personal information [here](#)

## Personal data is defined in the GDPR as:

"'personal data' means any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person".

This means personal data has to be information that relates to an individual. That individual must be identified or identifiable either directly or indirectly from one or more identifiers or from factors specific to the individual.

Some of the personal data you process can be more sensitive in nature and therefore requires a higher level of protection. For example:

- race;
- ethnic origin;
- political opinions;
- religious or philosophical beliefs;
- trade union membership;
- genetic data;
- biometric data (where this is used for identification purposes);
- health data;
- sex life; or
- sexual orientation.

If you have been granted permission to collect identifiable data you can designate these fields as **Identifiers** in REDCap. This will give you greater control over who can download and view this data. Access can then be controlled by configuring [User Rights](#).

**Add New Field** ✕

You may add a new project field to this data collection instrument by completing the fields below and clicking the Save button at the bottom. When you add a new field, it will be added to the form on this page. For an overview of the different field types available, you may view the [Field Types video \(4 min\)](#).

**Field Type:** Text Box (Short Text, Number, Date/Time, ...)

**Field Label** [How to use Piping](#)

**Action Tags / Field Annotation** (optional)  
[@ Learn about Action Tags](#) or [using Field Annotation](#)

**Variable Name** (utilized during data export)  
ONLY letters, numbers, and underscores

☒ **Enable auto naming of variable based upon its Field Label?**

**Validation?** (optional) 

--- None ---

– or –

**Enable searching within a biomedical ontology** ?  

-- choose ontology to search --

**Required?\*** ☒ No ☐ Yes  
\* Prompt if field is blank

**Identifier?** ☒ No ☐ Yes  
Does the field contain identifying information (e.g., name, SSN, address)?

**Custom Alignment**

Right / Vertical (RV)

Align the position of the field on the page

**Field Note** (optional) Small reminder text displayed underneath field