

Impact Evidence Data Collection Statement

This statement has been developed by King's College London Research Management and Innovation Directorate. If you need to contact us about this statement, please write to REFsupport@kcl.ac.uk.

What is Impact Evidence?

“[I]mpact is defined as an effect on, change or benefit to the economy, society, culture, public policy or services, health, the environment or quality of life, beyond academia” ([REF2021](#)) and impact evidence is a quantitative and/or qualitative indicator of that effect, change, or benefit.

As a publicly funded institution, we collect impact evidence to demonstrate value for money to government, taxpayers, students, and all interested stakeholders. All research-intensive higher education institutions are required to report and evidence impact that occurs as a result of publicly funded research. Along with your name, role, and organisation, impact evidence may include a testimonial written by you or your organisation or data to corroborate impact claims, such as survey results, sales figures, patient numbers, etc. Impact evidence is, by nature, wide ranging and specific to the claimed impact.

The Research Excellence Framework is one system for assessing the quality of UK research to inform the selective distribution of public funds for research and develop strategic decisions about national research priorities. The REF includes an assessment of the impact of universities' research beyond academia. This impact is assessed through case studies which describe the changes or benefits brought about by research undertaken at an institution. A database of case studies submitted to the 2021 REF exercise can be found at impact.ref.ac.uk.

Why have I been contacted?

King's have contacted you as we believe you will be able to help us in developing an impact claim. You do not have to participate if you do not wish to, but we hope that you will be able to provide us with corroborating evidence to corroborate our impact claims.

What is King's' lawful basis under GDPR for collecting and using any personal data provided?

This processing of personal data is necessary for the performance of a task carried out in the public interest (Article 6(1)(e) of the GDPR; [King's Statement on Use of Personal Data in Research](#)). As a leading public research institution, it is imperative that we fully engage with impact reporting assessments and provide evidence of the impact of our work beyond academia. As well as informing the allocation of funding for research, this helps to provide accountability for public investment in research and produce evidence of the benefits of this investment.

What will King's do with your information?

Any information you choose to provide to King's will be used as corroborating evidence in an impact case study. This data will initially be stored on a King's secure server which will only be accessible by necessary members of staff. Only one copy of the data will be stored and all versions in email form deleted once information is filed. Further information on King's strict confidentiality and privacy principles can be found at kcl.ac.uk/terms/privacy.

Who will King's share your information with?

King's will only share your information as part of government regulated systems of research assessment. Identifiable details will be shared unless you opt for redaction, detailed below. The REF is managed by a team based at Research England (RE), on behalf of the four UK higher education funding bodies. RE is part of UK Research and Innovation (UKRI).

Once with UKRI ([UKRI Privacy Notice](#)), any impact evidence, or parts of it, may be passed to the Department for the Economy, Northern Ireland (DfE), Higher Education Funding Council for Wales (HEFCW) or Scottish Funding Council (SFC) who may need data to inform the selective distribution of public funds for research and to carry out their statutory functions connected with funding higher education.

This may result in case studies (but not corroborating evidence) 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 UK General Data Protection Regulation. Where information not previously published is released to third parties, this will be anonymised where practicable.

UKRI and other funding agencies will require that anyone who has access to your data, held in their records, paper or electronic, to respect its confidentiality and will only process it in accordance with instructions issued for the purposes specified by them.

Publishing information about your part in our submission

All case studies, unless marked with a redaction option (see below), will be published by REF and made available at ref.ac.uk. If you do not wish the information you provide to be made available in this way, please choose a redaction option and discuss your requirements with your King's partner or REFsupport@kcl.ac.uk. King's may also use the case studies and corroborating evidence to showcase the impact of research through a range of mediums including online and in print, again respecting redaction options.

How do we deal with your information?

When you provide corroborating evidence, your data will be used in the body of an impact case and appended in case of audit. Impact case studies will not normally be submitted with personal information, except for your job title and/or organisation which may be included. If it might be appropriate to these identifiers and/or your name your King's partner will discuss the suitability of this and seek your consent.

In any King's processes to develop the final case study, appropriate levels of data redaction will be respected. If you choose to provide personal and contact information for corroboration purposes this will be stored securely and will only be used in audit circumstances. If you change your mind about participating after you have submitted your information, please email REFsupport@kcl.ac.uk to have your information withdrawn.

If any part of your corroborating evidence is sensitive, REF allows for differing levels of confidentiality. These range from processes which cater for the inclusion of security sensitive information, to redaction of business sensitive material. If you feel that your impact evidence contains sensitive information, needs any kind of redaction or you would like to discuss further options please contact your King's partner and/or REFsupport@kcl.ac.uk.

Sharing third party personal data with King's

Please ensure that if you are sharing any third-party personal data (that is any identifiable information that is not your own) with King's, you have the necessary consent to do so. If you do not have consent, you must be able to

demonstrate your other GDPR lawful basis for sharing and have informed the individuals concerned, including sharing a link to the King's [Research Privacy Notice](#). If you cannot meet these requirements, please anonymise the information before sharing it with King's.

How long do we keep your information for?

Both King's, government, and funding bodies will securely store impact evidence until six months after the finalisation of reporting and results are published; any data not published will then be securely disposed of. For REF2028, impact evidence will be destroyed by 1st July 2029, six months after the publication of results by Research England. Please check with your King's Partner and/or email REFsupport@kcl.ac.uk for more specific timelines.

Accessing your personal data

Under the Data Protection Act 2018 and the GDPR, you have the right to see and receive a copy of any personal information that UKRI holds about you. Further information about the Act and GDPR, and guidance on making a subject access request, can be found on the [RE website](#).

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

Accessing your personal data through King's

To find out more about how the university deals with your personal information, including your rights and who to contact if you have a concern, please see the university's core privacy notice at kcl.ac.uk/terms/privacy. For any further questions please contact REFsupport@kcl.ac.uk.

Freedom of Information and Environmental Information Regulations

As a public authority, King's is subject to the Freedom of Information Act 2000 and the Environmental Information Regulations 2004. This means that anybody is entitled to make a request to King's for any information that we hold in a recorded form, and we must disclose it unless a relevant exemption applies. In the unlikely event that we receive a request for impact evidence that we hold, we will take into account the redaction options selected at submission and apply relevant exemptions where available.