

PRIVACY NOTICE – Collaborative Alcohol Care in Hull (CoACH) Study

What is this project about?

Previous studies have demonstrated that the clinical needs of a small group of high impact service users with alcohol dependence and comorbid problems, who disproportionately account for the greatest use of hospital services, are best served by integrated and intensive models of support that prioritise engagement before specific alcohol treatment goals (Drummond et al., 2017, Gilbert et al., 2012). The model of an Alcohol Assertive Outreach Team (AAOT) has been used effectively to improve access to high standards of evidence-based care to high impact service users. This qualitative evaluation will explore the feasibility and acceptability of implementing alcohol assertive outreach treatment in Hull.

Full information on the study and what would be involved in your participation can be found in the Participant Information Sheet.

Who is involved in the delivery of this study?

The Hull Health Trials Unit (HHTU) at the University of Hull (UoH) are working in collaboration with a wider research team to deliver this project.

The research study is sponsored by the UoH. The data controller and data processor for this study is the UoH. The transcriber is also a data processor for this study.

This document focuses on the UoH role as data controller and processor for the project.

What data are you using?

We will be collecting data from you in an interview or focus group. The content of the interview/focus group will be transcribed. We will also collect some additional details about you to ensure that we are collecting information from a range of people. Details of this additional information are included below.

AAOT service user participants

If you agree to take part in this study, the research team will collect data about you and your experience of AAOT. We will collect demographic information such as name, age, and contact details.

AAOT staff participants

If you agree to take part in the study, your name, contact details, professional status and experience will be collected from you along with details of specific AAOT-related training, and your experience working in this team. These details will be directly entered into a separate database to the service user data.

AAOT stakeholder participants

Stakeholder participants will be given the option to either have the interview conducted face-to-face or to have the interview conducted via Microsoft Teams. If you opt for Microsoft Teams, the recording will be undertaken using the inbuilt recording facility (recording both video and audio). Recordings will be uploaded to the HHTU instance of BOX® and subsequently deleted from Microsoft Teams.

How will you look after the data?

We are committed to keeping your data secure.

Personal details that can be used to identify you will be removed and all your study documents will be assigned a unique participant identification number. Only your local research team will be able to link this number to you. This is called pseudonymisation.

Your interview / focus group with the researcher will be audio recorded using an encrypted voice recorder. The audio file will be uploaded to the HHTU instance of BOX® and subsequently deleted from the voice recorder. The uploaded audio file will be transcribed and fully pseudonymised during transcription. Thereafter, it will not be possible to identify you from the transcription. Analysis will then take place on the pseudonymised transcript held within the secure server.

Your data will be managed and stored by HHTU using BOX Governance file storage system. This system has a high level of security and all data is stored within the EU. Only staff working on this study will have access to your data. Staff have individual logins and all activity is logged. HHTU has a Data Security and Protection Toolkit (DSP) (EE133824-HHTU) which provides assurance that we are practising good data security and that personal data is handled correctly. More information about the DSP can be found here <https://www.dsptoolkit.nhs.uk/OrganisationSearch/EE133824-HHTU>.

Any physical data held by the HHTU at the University of Hull will be stored within a locked filing cabinet in a secure area which has restricted and auditable access controls.

Who will have access to your data?

Only authorised study team staff and HHTU will have access to the data collected in this study. In addition, regulatory organisations may require access as part of their oversight.

The audio recordings of the interviews and focus group will be uploaded to Box and transcribed by a University of Hull approved transcriber (who has signed a specific confidentiality undertaking, granted solely for the purpose of producing the anonymised transcription). Any data held by the transcriber post-transcription will be permanently deleted.

How long will you keep it?

Personal data will not be kept for longer than is necessary.

Audio recordings will be retained until transcriptions have been verified by the researcher and will then be deleted. Research data, including transcriptions and consent forms, will be kept for 10 years after completion of the project.

What is the purpose of the General Data Protection Regulations (GDPR 2018)?

Under the GDPR 2018, there is a legal basis for processing the personal data we collect about you during research, as this is being done in the public interest (Article 6) and for scientific research purposes (Article 9).

The University of Hull is the data controller of the information it collects and processes as described in this notice. This means that it has the core legal responsibility to safeguard the information and ensure it is processed lawfully. The law is set out in the EU General Data Protection Regulation (called "GDPR") and a new UK law, the Data Protection Act 2018.

As data processor and sponsor for the CoACH Study, the UoH must:

- Take steps to ensure that the data it processes is accurate and up to date;
- Give you clear information about its processing of your data, in one or more privacy notices like this one and the participant information leaflet (referred to together in this section as a “Privacy Notice”);
- Only process your data for specific purposes described to you in a Privacy Notice, and only share your data with third parties as provided for in a Privacy Notice; and
- Keep your data secure.

The law states that we can only process your personal data if the processing meets one of the conditions of processing in GDPR Article 6. As we are processing your special category data we also must meet one of the conditions in GDPR Article 9. Special Category data includes personal data which relates to your ethnicity, sex life or sexual orientation, health or disability, biometric or genetic data, religious or philosophical beliefs, political opinions or trade union membership. Under the data protection legislation, we need to explain the legal basis for holding your data, i.e. which of these conditions apply.

For our research project, the following conditions apply:

- Article 6.1 (e) of the GDPR, i.e. our processing is necessary for the performance of a task carried out in the public interest. Research is a task that UoH performs in the public interest, as part of our core function as a university;
- Article 9.2 (j) of the GDPR, i.e. our processing is necessary for research purposes or statistical purposes. This condition applies as long as we are applying appropriate protections to keep your data secure and safeguard your interests.

Your rights as a data subject

Under the data protection laws, you have a number of rights in relation to the processing of your data. These are limited by the lawful basis under which we hold your data. Your rights are:

- Right to request access to your data as processed by UoH and information about that processing
- Right to rectify any inaccuracies in your data
- Right to place restrictions on our processing of your data

If you would like to exercise any of your rights as outlined above, you can contact the DPO using the details given below.

If you have any questions or concerns about how your data will be processed within this project, please contact HHTU in the first instance:

- Email: hhtuenquiries@hyms.ac.uk
- Telephone: 01482 463444
- Address: 3rd Floor, Allam Medical Building, University of Hull, Hull, HU6 7RX

If you would like further information, please contact the University of Hull, Data Protection Officer (DPO):

- Email: dataprotection@hull.ac.uk

- Telephone: 01482 466594
- Address: University of Hull, Cottingham Road, Hull, HU6 7RX

We will always aim to respond clearly and fully to any concerns you have about our processing and requests to exercise the rights set out above. However, as a data subject, if you have concerns about our data processing or consider that we have failed to comply with the data protection legislation, then you have the right to lodge a complaint with the data protection regulator, the Information Commissioner:

Online reporting: <https://ico.org.uk/concerns/>

Email: casework@ico.org.uk

Tel: 0303 123 1113

Post: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF