



**UNIVERSITY
OF HULL**

**INSTITUTE FOR CLINICAL AND
APPLIED HEALTH RESEARCH**

Privacy Notice:

Expression of interest in the Patient and Public Involvement Network V1.0

The University of Hull is committed to protecting your privacy and taking care with your personal data.

As data controller we are responsible for how your information is used and explaining that to you.

In this guidance we cover these questions:

- Why do we process your information?
- What information do we collect?
- What will we do with your data?
- Where will we store your data?
- How will we look after your data?
- How long will we keep your data?
- What is the lawful basis for doing this?
- What are your rights?
- Who can you talk to with questions or concerns?

Why do we process your information?

You have expressed an interest in joining our Patient and Public Involvement Network. The network is part of the Institute for Clinical and Applied Health Research, within the Faculty of Health Sciences at the University of Hull. Joining this network is a way for you to help shape our health research.

What information do we collect?

We have asked you to provide some basic contact information and some initial details about your interests and experience.

What will we do with your data?

We will use the contact information you have provided to get in touch with you by email or telephone about joining our network.

We will send you more information about what joining the network involves. We will give you some time to look through this, and then contact you again.

We will arrange to meet you or telephone you so that we can discuss your background, interests, and experiences, and what joining our network would mean for you.

If you decide that you want to join, we will ask you for some more details at that stage. If you decide that you don't want to join after all, we will delete your details from our database.

Where will we store your data?

We use information systems to store the information we hold about you. We can send you details of these systems on request. Your data will be stored by the Hull Health Trials Unit on our behalf. The Trials Unit is committed to good data security and complies with the NHS Data Security and Protection Toolkit. More information about the toolkit can be found here: <https://www.dsptoolkit.nhs.uk/>

How will we look after your data?

Your personal information will be available to the team managing the involvement network so that we can get in touch with you.

If you join the network, we will share your name with members of our research teams on request, when they want to recruit volunteers for involvement in specific research projects. We will approach you initially to ask if you are interested in a project, and if you are, we will put you in direct contact with the research team.

Everyone involved in our research institute will keep your data safe and secure. We will also follow all privacy rules.

How long will we keep your data?

If, after finding out more, you decide that you don't want to join the network, we will delete your details from our database.

If you join the network, but decide to leave at a later date, we will delete your personal details at that point. We will keep anonymised data about the projects that you were involved in, how long you belonged to the network, and your reasons for leaving.

You have a legal right to request that we delete your data at any time.

What is the legal basis for doing this?

The legal basis for processing your personal data is that you have given your consent under the General Data Protection Regulation (GDPR):

- "The data subject [that's you] has given consent to the processing of his or her personal data for one or more specific purposes" (Article 6.1a)

The principles of the GDPR are listed here: <https://gdpr-info.eu/art-5-gdpr/>

The University of Hull is the data controller of the information it collects and processes under this Privacy Notice. This means that it has legal responsibility to safeguard the information and ensure it is processed lawfully. In particular the University 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 the form of 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.

What are your rights?

The information you provide will be managed as required by data protection law. You have the right to:

- ask for copies of your personal information (known as a 'subject access request');
- request your information be changed if it is inaccurate or incomplete;
- ask us to restrict the processing of your data or object to processing of data for certain activities;
- ask us to erase your data.

If you would like to exercise any of these rights, you can get in touch with the Patient and Public Involvement Coordinator, whose contact details are below.

Who can you talk to with questions and concerns?

If you have any questions or concerns about how your data will be processed, please contact the Patient and Public Involvement Coordinator in the first instance:

Email: InvolveHull@hull.ac.uk

Tel: 01482 463273

Address: 3rd Floor, Allam Medical Building, University of Hull, Hull HU6 7RX

If you would like further information about data protection issues, please contact the University of Hull Data Protection Officer:

Email: dataprotection@hull.ac.uk

Tel: 01482 466594

Address: University of Hull, Cottingham Road, Hull HU6 7RX

If you have concerns about the processing of your information, you can contact the data protection regulator, the Information Commissioner:

Web: <https://ico.org.uk/make-a-complaint/your-personal-information-concerns/>

Email: casework@ico.org.uk

Tel: 0303 123 1113

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