

Privacy Notice - St George's University of London - Health and Social Care Research

Research Project: *(full name of project)*

Who we are

St George's, University of London (SGUL) is the 'Data Controller' of personal data provided directly or indirectly to us and are registered with the Information Commissioner's Office (ICO) for the purposes of UK data protection legislation, registration number Z5770328.

How to contact us

The University has a Data Protection Officer who can be contacted at:

Email: dataprotection@sgul.ac.uk

Tel: 020 8725 0668

Address: Data Protection Officer, Information Services, St George's University of London,
Cranmer Terrace, LONDON SW17 0RE

What research information we collect from you and why

As an active healthcare university with research at the core of our activity we use personally-identifiable information to conduct health and social care research with the aim of improving healthcare and related services. As a publicly-funded organisation, we have to ensure that it is in the public interest when we use the personally-identifiable information of people who have agreed to take part in one of our research projects, either provided directly by those individuals or from a 3rd party source such as NHS Digital or ONS. This means that when you agree to take part in a research study we are leading or collaborating in, we will use your data in the ways needed to conduct and analyse the research study.

Health and social care research should serve the public interest, which means that we have to demonstrate that our research serves the interests of society as a whole. We do this by following the UK Policy Framework for Health and Social Care Research. For SGUL general research privacy notice please see:

https://www.sgul.ac.uk/images/about/Policies/Privacy_Notice_Research_SGUL.pdf

Research Project specific information we collect and why

Project Name:

Project Details: *(overview of the project, purpose/aims of the study)*

Category of personal data collected relates to: *(describe the categories / types of data involved and what they relate to)*

Contract Reference: *(e.g. NHS Digital Framework Contract Reference)*

Project Reference: *(e.g. DARS reference)*

Funding:

Data Controller(s):

Data Source: *(details for data source if not collected direct from the individual themselves, e.g. ONS, NHS Digital, and include relevant data protection contact for the data source)*

Who we share your information with

(Provide details of anyone outside of the immediate research team that the data will be shared with).

How long we keep your information for

(Provide details of how long the data will be retained, e.g. how long after the completion of the project the data will be deleted).

What your rights are

Your rights to access, change or move your information are limited, as we need to manage the data in specific ways in order for the research to be reliable and accurate. If you withdraw your consent to participate in a research project, this will not mean we will have to remove all data as well. We will keep the information about you that we have already obtained to ensure research integrity is maintained in the public's interest. To safeguard your rights, we will strive to use the minimum personally-identifiable information possible.

How to make a complaint

If you are unhappy with the way in which your personal data is being processed you may, in the first instance, lodge a complaint with the University Data Protection Officer using the contact details above.

If you continue to have concerns thereafter you have the right to contact the Information Commissioner for a decision. The Information Commissioner can be contacted as below

Helpline: 0303 123 1113

Website: <https://ico.org.uk/for-the-public/raising-concerns/>