

Centre of Metabolism, Ageing and Physiology (COMAP) Research Database Privacy Notice

How the University of Nottingham processes your personal data

The University of Nottingham, University Park, Nottingham, NG7 2RD (0115 951 5151), is committed to protecting your personal data and informing you of your rights in relation to that data.

The University of Nottingham is registered as a Data Controller under the Data Protection Act 2018 (registration No. Z5654762).

One of the University's responsibilities as a data controller is to be transparent in our processing of your personal data and to tell you about the different ways in which we collect and use your personal data. The University will process your personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA) and this privacy notice is issued in accordance with the UK GDPR Articles 13 and 14.

We may update our Privacy Notices at any time. The current version of all of our Privacy Notices can be found below, and we encourage you to check back here regularly to review any changes.

<https://www.nottingham.ac.uk/utilities/privacy/privacy.aspx>

The Data Protection Officer

The University has appointed a Data Protection Officer. Their postal address is: Data Protection Officer, Information Compliance Team, Lenton Hurst, University of Nottingham, University Park, Nottingham, NG7 2RD. They can be emailed at: dpo@nottingham.ac.uk.

What information do we hold?

We hold a range of personal data about you, some of which you may provide to us directly and some of which we may receive from third parties. We will collect information such as: Name/Title, Postal address, Contact details such as email addresses and telephone numbers, Date of birth, Gender, Ethnicity, Height and weight, and Information relating to your health i.e., chronic illness and medications.

How do we use it and why?

We only process data for specified purposes and if it is justified in accordance with data protection law. The purpose of this processing is:

The University of Nottingham Centre of Metabolism, Ageing and Physiology (COMAP) requires members of the public who are interested in joining their Research Community (called R4U) to complete an online application form. Completing this application form will act as consent for future contact and data retention for the following purposes:

- Patient-Public Involvement & Engagement (PPI-E) activities
- To circulate invitations to research events
- To circulate opportunities to take part in COMAP research projects
- To distribute a regular R4U newsletter.

PPI-E activity is increasingly stipulated as a requirement by research funding bodies. In addition, COMAP consistently has numerous research projects requiring human participation and establishing this R4U community will serve as a recruitment aid.

The legal basis for this processing is: Consent.

We will also process the following special category data about you:

- Racial or ethnic origin, and

The additional processing condition for this is Data Subject has given explicit consent.

We will use ethnicity data to help try and improve our PPI-E diversity profile. We use health information to help with eligibility criteria for research projects and to ensure tailored PPI-E involvement.

How long do we keep your data?

The University will only keep your personal data for as long as necessary to fulfil the purposes for which we collected it. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

Upon submission of an R4U application form, data will be kept in our records as long as membership of the R4U research community remains current or until the COMAP group is no longer operational. Consent for membership to R4U can be withdrawn at any point by emailing ms-comap-research@nottingham.ac.uk or in writing addressed to R4U COMAP Research group, Division of Medical Sciences and Graduate Entry Medicine, Royal Derby Hospital Centre, Uttoxeter Road, Derby DE22 3DT

When your information is passed to member of staff working on a research project, your personal data will be kept by them in line with the project retention schedule for a minimum of 7 years. Information on how your information will be used as part of a project will be provided during the consent to participate process.

Your rights as a data subject

You have a number of rights under UK GDPR. Further information about these rights and how to invoke them can be found on our website here:

<https://www.nottingham.ac.uk/utilities/privacy/privacy.aspx>

Where can I get more information?

If you have any questions about this privacy notice or how your data is processed, please contact the Information Compliance Team: data-protection@nottingham.ac.uk

Our privacy notice is reviewed regularly and we will alert you to any changes we might make.