

## **Privacy Notice - National Rehabilitation Centre Public Patient Involvement Network**

**The University of Nottingham is the data controller for the National Rehabilitation Centre's Public Patient Involvement Network database.**

### **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, 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.

### **The Data Protection Officer**

The University has appointed a Data Protection Officer. Their postal address is:

Data Protection Officer,  
B16 Lenton Hurst,  
University of Nottingham,  
University Park,  
Nottingham  
NG7 2RD

They can be emailed at [dpo@nottingham.ac.uk](mailto:dpo@nottingham.ac.uk) and telephoned on (0115) 748 7179.

### **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. This data includes:

**Personal Data:** Name, Gender, Email, Age Range (decade of birth year), distance of home address from Nottingham, preferred format for meetings, preferred contact frequency, comments/Qs?

**Special Category Data:** Interest of and Experience in PPI, Description of Lived Experience (Major Trauma, Muscular Skeletal Fracture, Neurological, Deconditioning, Amputee, Wheelchair User, Family Carer, Other).

### **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 NRC PPI Network is a record of members of the public with lived experience, carers, or retired health professionals/academics who advise and provide input into research/academic documents and processes with the aim of improving public engagement with research, clinical services, or education linked to the National Rehabilitation Centre.

We may also issue newsletters to interested parties to keep them informed about our work.

This processing is justified because the National Rehabilitation Centre requires the consultation and involvement of people with lived experience of rehabilitation, care giving or the families of those to ensure that the work it does has the greatest efficacy and meets the highest ethical standards.

The legal basis for this processing is consent. All participants in the NRC PPI Network have consented for their personal data to be processed for the purposes of the operation of the Network.

### **What information do we get from third parties?**

Sometimes we receive your data from our collaborators in the NRC; Loughborough University, and Nottingham University Hospitals NHS Trust for the purposes of signing up to the NRC PPI Network.

The following lists what information we may receive from them:

**Personal Data:** Name, Email

**Special Category Data:** None

### **Who do we share it with?**

We do not share your data with partners. When a partner organisation has an opportunity for PPI consultation, the University of Nottingham will contact any from the NRC PPI Network data base matching the selection criteria with information about the consultation, including details of any partners. If you decide to participate in a consultation, you provide your data to the organisation running the consultation. That organisation then becomes the data controller for your personal data, and you should view their privacy notices to find out how they use your data and how you can enforce your privacy rights.

### **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.

We ensure we contact members at least every three years to ensure that they remain happy to be included in the database. Any respondent that participates in an opportunity to be involved in a PPI consultation will be given the option to leave the database. Anyone on the database that has not given their consent to remain on the database will be removed after three years.

### **Your rights as a data subject**

You have a number of rights under UK GDPR.

#### **Right to be informed**

The University will ensure you have sufficient information to ensure that you are happy about how and why we are handling your personal data, and that you know how to enforce your rights. The University provides information in the form of privacy notices such as this one.

#### **Right of access / right to data portability**

You have a right to see all the information the University holds about you. Where data is held electronically in a structured form, such as in a database, you have a right to receive that data in a

common electronic format that allows you to supply that data to a third party - this is called "data portability".

To make a request for your own information please see our [Data Protection website](#).

### **Right of rectification**

If we are holding data about you that is incorrect, you have the right to have it corrected.

Please complete our [Information Rights Form](#).

### **Right to erasure**

You can ask that we delete your data and where this is appropriate, we will take reasonable steps to do so. The right to erasure is a limited right, and we may not be able to agree to requests for erasure. If this occurs, we will explain why your request is not being actioned.

Please complete our [Information Rights Form](#).

### **Right to restrict processing**

If you think there is a problem with the accuracy of the data we hold about you, or we are using data about you unlawfully, you can request that any current processing is suspended until a resolution is agreed.

Please complete our [Information Rights Form](#).

### **Right to object**

You have a right to opt out of direct marketing.

You have a right to object to how we use your data if we do so based on "legitimate interests" or "in the performance of a task in the public interest" or "exercise of official authority" (a privacy notice will clearly state to you if this is the case). Unless we can show a compelling case why our use of data is justified, we must stop using your data in the way that you have objected to.

We endeavour to ensure that an opt-out option is included in all electronic direct marketing.

Please complete our [Information Rights Form](#).

### **Rights related to automated decision-making including profiling**

We may use a computer program, system or neural network to make decisions about you (for example, everyone that is on a particular course gets sent a particular letter) or to profile you. You have the right to ask for a human being to intervene on your behalf or to check a decision.

Please complete our [Information Rights Form](#).

### **Withdrawing consent**

If we are relying on your consent to process your data, you may withdraw your consent at any time.

### **Exercising your rights, queries, and complaints**

For more information on your rights, if you wish to exercise any right, for any queries you may have or if you wish to make a complaint, please contact our [Data Protection Officer](#).

### **Complaint to the Information Commissioner**

You have a right to complain to the Information Commissioner's Office (ICO) about the way in which we process your personal data. You can make a complaint on the [ICO's website](#).

### **Where can I get more information?**

If you have any questions about this privacy notice or how your data is processed, please contact [NRC@nottingham.ac.uk](mailto:NRC@nottingham.ac.uk)

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