

INVOLVE Privacy Notice and Data Collection declaration

INVOLVE is based at the University of Southampton (‘the University’) and is part of the National Institute for Health Research (NIHR) which is funded through the Department of Health and Social Care (DHSC) to improve the health and wealth of the nation through research. NIHR does this through a number of contracting agents who advise on, recommend, organise and administer the commissioning of research programmes, infrastructure, training and patient and public involvement. The contracting agent for INVOLVE is the University of Southampton. For the purposes of Data Protection the University is the Processor.

The University processes data on behalf of the Department of Health and Social Care (DHSC). They are the Controller.

The Data Protection Officer for your data is:

Gill Wren, Knowledge and Communications Manager, INVOLVE

You can contact them:

By email - involve@nihr.ac.uk

By post - INVOLVE, Alpha House, University of Southampton Science Park, Chilworth, Southampton. SO16 7NS

This privacy notice explains how we use your personal information and your rights regarding that information.

INVOLVE is committed to ensuring that your privacy is protected. Any information you provide to INVOLVE will only be used in accordance with the NIHR Privacy Policy.

You can read the National Institute for Health Research’s privacy policy [here](https://www.nihr.ac.uk/about-us/documents/NIHRPrivacyPolicyMaster_v1.0_20161024.pdf).

We collect your data in order to perform a task in the public interest (the ‘public task’ ground)

We will collect the following information:

* name, email address (and organisational unit) – these are collected to allow you to fully engage with INVOLVE and so that we can help you carry out member activities.
* a photo and brief personal profile for the website. Your web profile will not include your email address
* We may also ask for additional information including contact details and job title; associations with organisations and institutions and your association with various NIHR activities e.g. applications, grants, awards, studies, training activities projects and programmes. Whilst this is not mandatory it will help you achieve more from the corporate systems and services.
* We may collect additional sensitive data relating to equality and diversity (such as ethnicity). Where we do this we will store the information separately and encrypted to maintain anonymity. It is not mandatory that you supply us with this information.
* We may also ask you about dietary and accessibility requirements, or travel needs to ensure that we meet your needs.

Your details and information will not be passed on, sold or used for any other purpose. Occasionally other parts of the NIHR or other third parties may wish to contact you, but we will not pass on any details without your explicit permission, unless required by law to do so.

We will keep your data for the duration of your Advisory Group membership. If we wish to continue interacting with you after this we will seek your permission based on the nature of interaction with our services:

* We only store data that is necessary for a specific purposes
* Your data will be securely deleted when no longer needed for the purpose(s)

If you believe that any information we are holding on you is incorrect or incomplete, please write or email the Data Protection Officer at the address shown above as soon as possible. We will promptly correct any information found to be incorrect.

You have the following rights:

* Right to be informed
* Right to object to Direct Marketing
* Right of Access
* Right to restrict processing
* Right to rectification
* Rights related to automatic decision making

If you want to complain to the Information Commissioner’s Office they can be contacted:

By post - Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK95AF.

By telephone - 03031231113

By email - Via the website at <https://ico.org.uk/global/contact-us/email/>

Reviewed 1 May 2018