

Privacy Notice

Local Privacy Notice – UCLPartners Care Opinion Pilot Programme 2019

Introduction

UCLPartners (“we” “us”, or “our”) respects your privacy and is committed to protecting your personal data.

Please read this Privacy Notice carefully – it describes why and how we collect and use personal data and provides information about your rights. It applies to personal data provided to us, both by individuals themselves or by third parties

We keep this Privacy Notice under regular review. It was last updated on the 9th August 2018.

About Us

UCLPartners is an academic health science partnership that brings together people and organisations to transform the health and wellbeing of the population.

UCLPartners, a company incorporated in England and Wales (06878225), is the entity that determines how and why your personal data is processed. This means that UCLPartners is the ‘controller’ of your personal data for the purposes of data protection law.

Personal data that we collect about you

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

To process your application, we will collect, use, store and transfer the following fields of personal data:

- Name (and title)
- Job title
- Address
- Telephone number
- Email address

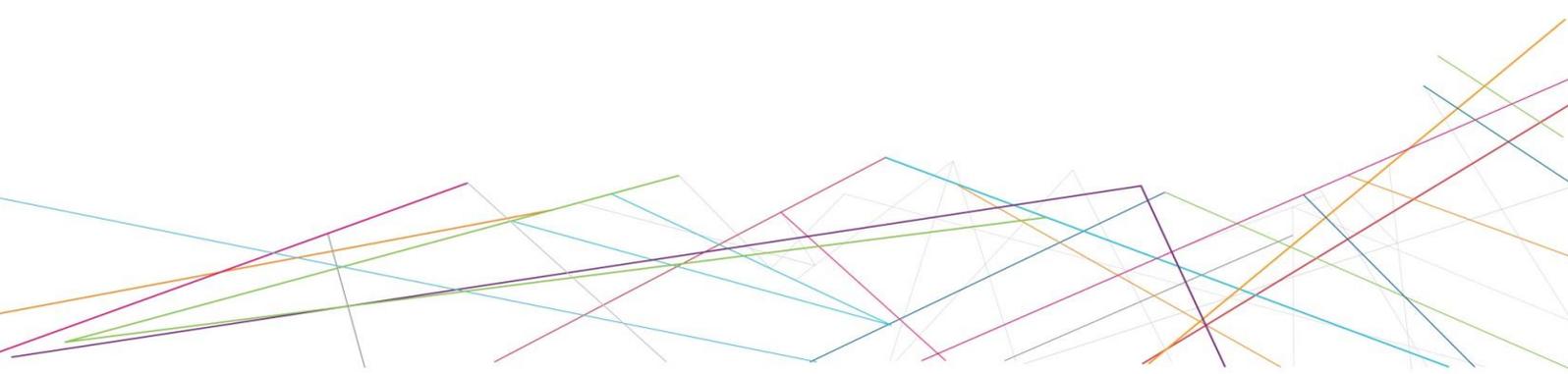
Special Category and Criminal records data

We will not process special category or criminal records data as part of your application.

Our lawful basis for processing

Our basis for processing your personal data is [‘Legitimate Interests’](#)

Our basis for processing your personal data as part of the UCLPartners Database is [‘Consent’](#).



How we use your personal data

We will only use your personal data when the law allows us to.

We will process your data as part of the assessment of your application for the UCLPartners Care Opinion pilot Programme.

If you are successful, your data will be added to the directory of participants where your contact details will be shared with other members on the programme.

If you consent to joining the UCLPartners Database, then your data will be processed in order for UCLPartners to send you:

- Invitations to workshops and talks
- Notification of and requests to circulate information on programmes/jobs open for applications

Who we share your personal data with

Your personal data will be collected and processed primarily by our staff. If you are selected to participate in the programme, your personal data such as your name and email address will be made available to other individuals who are participating in the programme, including via the programme's directory of participants and with other organisations, who are helping UCLPartners to run the programme. Your biography, including name, job title and organisation will be featured on our website.

We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow our third-party service providers to use your personal data for their own purposes – we only permit them to process your personal data for specified purposes and in accordance with our instructions.

International transfers

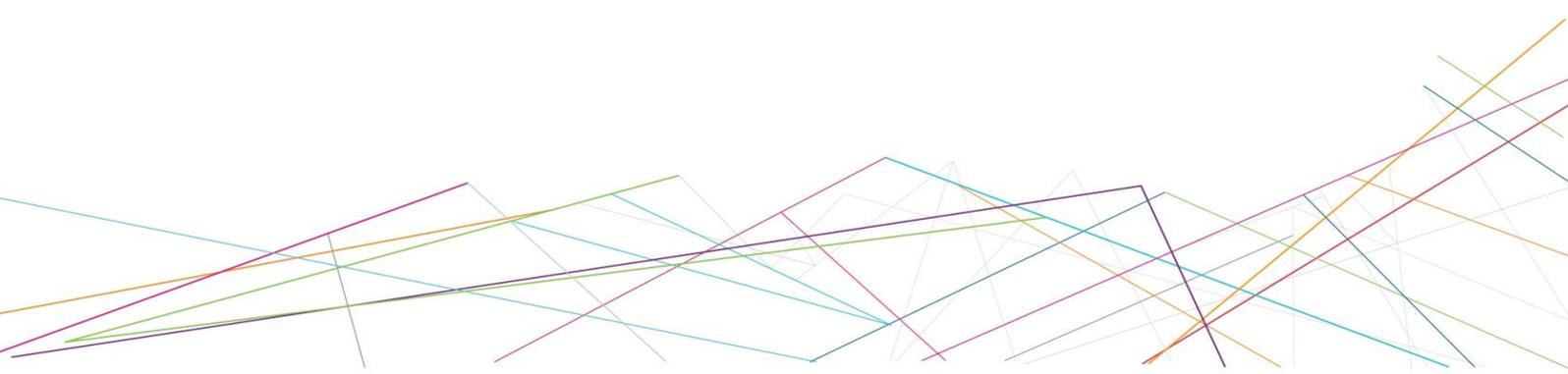
UCLPartners uses Mailchimp as a communications tool, and therefore your data will be shared with Mailchimp to facilitate our communications. Mailchimp's servers are based in the United States of America (USA), and Mailchimp operates under '[Privacy Shield framework](#)'. Therefore, please note that your data *will* be transferred outside of the EU/EEA. Mailchimp will process your personal data according to their [Privacy Policy here](#).

Data security

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. We have established procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

Data retention

If you are unsuccessful, we will retain the personal data you provided as part of your application for a period of **1 year** after the date of submission. The files are then destroyed.



If you are successful we will retain your personal data for a period of 1 year following completion the programme. The files are then destroyed.

If you have consented to provide your data to be included in the UCLPartners Database, your personal data will be retained for a period of 5 years following completion of the programme. In this circumstance you have the right to withdraw your consent to processing your data as part of the UCLPartners Database at any time in which case the data will be deleted when you exercise this right.

Your rights

Under certain circumstances, you may have the following rights under data protection laws in relation to your personal data:

- Right to request access to your personal data;
- Right to request correction of your personal data;
- Right to request erasure of your personal data;
- Right to object to processing of your personal data;
- Right to request restriction of the processing your personal data;
- Right to request the transfer of your personal data; and
- Right to withdraw consent.

If you wish to exercise any of these rights, please contact us using the details set out below

Contacting us

You can contact UCLPartners by telephoning 020 7679 6633 or by writing to: UCLPartners
3rd Floor, 170 Tottenham Court Road, London, W1T 7HA.

Please note that UCLPartners has appointed a Data Protection Officer, Rebecca Graham. If you have any questions about this Privacy Notice, including any requests to exercise your legal rights, please contact our Data Protection Officer using the details set out below:

Rebecca Graham, human.resources@uclpartners.com

Complaints

If you wish to complain about our use of personal data, please send an email with the details of your complaint to human.resources@uclpartners.com so that we can look into the issue and respond to you.

You also have the right to lodge a complaint with the Information Commissioner's Office (**ICO**) (the UK data protection regulator). For further information on your rights and how to complain to the ICO, please refer to the ICO website at <https://ico.org.uk>.

