

Privacy Notice – University of York - Recruitment of Patients and the Public for Involvement in Health and Social Care Research

1. Purpose

This privacy notice is for the NIHR Policy Research Unit in the Economics of Health Systems and the Interface with Social Care ('ESHCRU II' for short). The Unit is a collaboration between the University of York and the London School of Economics and Political Science.

It explains how we will process personal information we collect from you, including how the information is collected, used, stored and shared. Personal information is information that (on its own or together with other information) identifies you and is about you.

2. Who is responsible for your data?

ESHCRU II is a part of the University of York. The University of York is the [Data Controller](#) for the personal information collected in this research study. This means that it decides what personal information is collected and how it is used.

The University of York is registered with the Information Commissioner's Office, under registration number Z4855807. Its entry can be found [here](#).

3. Where do we get your data from?

We collect your information through the application form you use when you apply to join one of our Advisory Groups. The information we collect is the same whether you apply using a paper form, an electronic form or our online Google Form.

We also collect Equality and Diversity Monitoring information using an online Google Form. Responses to this form are anonymous, and the information you provide cannot be linked to your application in any way.

4. What data do we have?

We collect basic personal information including your name, address, email address and telephone number.

We also collect details about your use of health and social care services, as this helps us decide whether you have relevant experience for involvement in our research, and for details of your support needs so that we can make suitable arrangements if we invite you for an interview. This type of information requires additional special protection by law, because it relates to your health.

In addition, we will use the email address you have provided to send you an email to complete an anonymous online Equality and Diversity Monitoring form, after the recruitment closing date. The email will come from che-eshcru@york.ac.uk. This is a voluntary undertaking and we will not ask for any details that will identify you as an individual or connect your responses to your application.

5. What is our legal basis for processing your data?

Your privacy is protected by law, which says that we can use your personal information only if we have a proper reason to do so.

We will use the information you provide in your application form to consider your suitability for being in our research programme as a member of the public or as a service user.

Under data protection law, this reason for processing is called our “public task”. This means that the University of York is a public body, our charter states that we advance learning and knowledge by teaching and research, and this research study helps us to fulfil our purpose.

Your health data is additionally protected under law, meaning we need a further justification to collect it. The reason your health data is processed is for the purposes of scientific research - this is because collecting this information contributes towards the success of the research study.

6. How do we use your data?

The shortlisting panel will use your application to decide whether to invite you to an interview.

We will contact all applicants to let them know whether they have been shortlisted for interview.

If you are invited to interview, the interview panel will use your application to help them decide on questions to ask during your interview. If you join an Advisory Group, we will keep your contact details, and any support needs you have, on file so we can communicate with you.

If you are not invited to interview, but tell us you would like to be considered for future opportunities for involvement in our research, we will keep a record of your contact details so we can contact you if appropriate.

We will use the anonymous data from the Equality and Diversity Monitoring Form to ensure our recruitment practices are fair and appropriate, and to help plan and target our future recruitment of public advisory group members.

7. Who do we share your data with?

The University may share your data with:

- employees and agents of the University;
- third parties that process data on behalf of the University to support it in fulfilling its obligations and responsibilities to and relationship with you (e.g. software and system providers including but not limited to our email and office software provider, Google)

Although we do not anticipate the requirement to share the data with other third parties, should this be required disclosures would be made only in full accordance with data

protection legislation and only where necessary. You would be advised of such disclosures unless exceptional circumstances apply.

Your anonymised data may be processed for statistical analysis purposes.

We may share non-identifiable summarised data with our funder, the National Institute for Health Research (NIHR), and/or the NIHR Central Commissioning Facility (CCF) as part of our annual reporting.

8. How do we keep your data secure?

The University of York takes information security extremely seriously and has implemented appropriate technical and organisational measures to protect personal data and special category data. Access to information is restricted on a need-to-know basis and security arrangements are regularly reviewed to ensure their continued suitability. For further information see, <https://www.york.ac.uk/it-services/security/>.

9. How do we transfer your data safely internationally?

In certain circumstances, it is necessary to transfer your personal information (including special category information) outside the European Economic Area. This would include circumstances in which your personal information has been collected using a Google Form, or provided to us by email.

In respect of such transfers, the University will comply with our obligations under Data Protection Law and ensure an adequate level of protection for all transferred data.

10. How long will we keep your data?

We will not retain your data for longer than we need to. We will periodically review the data we hold and erase the information when we no longer need it.

- If your application to an Advisory Group is successful, we will retain your contact details and details of any support needs you have for the duration of your membership of the Advisory Group, i.e. up to 5 years. We will check these with you regularly to ensure your details are up to date.
- If your application is unsuccessful, but you have indicated an interest in other types of involvement in the research programme, we will hold your information up to 3 years from the date of application.
- If your application is unsuccessful and you have told us you are not interested in other types of involvement, we will securely erase your information within 6 months of your application.

Data from the Equality and Monitoring Form are unidentifiable and so we are unable to erase data on a particular individual. We will erase these data within 36 months of collection.

11. What rights do you have in relation to your data?

Under Data Protection law, you have a right of access to your personal information, a right to rectification, erasure (in certain circumstances), restriction, objection or portability (in certain circumstances). You also have a right to withdraw consent at any time, by emailing the University of York project team: che-eshcru@york.ac.uk. For further information, please see <https://www.york.ac.uk/records-management/dp/individualsrights/>

12. Questions or Concerns

If you have any questions about this privacy notice or concerns about how your personal information is being processed, please contact the University of York project team: che-eshcru@york.ac.uk in the first instance.

You can also contact the University of York's Data Protection Officer at dataprotection@york.ac.uk.

13. Right to complain

If you are unhappy with the way in which the University of York has handled your personal data, please contact us in the first instance, so that we can try to put things right. If you aren't satisfied with our response, you have a right to complain to the Information Commissioner's Office. For information on reporting a concern to the Information Commissioner's Office, see www.ico.org.uk/concerns

This notice was last updated in June 2019.