

# Nottingham Respiratory Research Volunteer Register

## Privacy Policy

This Privacy Notice applies to people who complete and sign a consent to contact form for our [Respiratory Research Volunteer Register](#).

### What information do we hold?

We will only hold personal data that you provide directly to us. We will also hold the details of any research studies or activities that we may contact you about and which you may decide to participate in.

Your personal data **will not be passed on to any third parties** and **will only be accessible to staff of the Nottingham Respiratory Research Unit**.

### How do we use it and why?

We process data to help support our research and the people who wish to volunteer to help with research studies and activities.

We only process data for specified purposes and if it is justified in accordance with data protection law. The table below lists the various purposes for which we process personal data and the corresponding justification for it.

Why we process data		
Data subject	Data processed and its purpose	Legal basis and justification
Volunteers providing contact details and consenting join the Respiratory Research Volunteer Register	<p>Name and contact details, Date of Birth, Gender, respiratory condition details, information about studies and activities.</p> <p>The purpose is to enable volunteers who consent to be contacted about research studies and activities, to only be contacted about those that are applicable and relevant and may be of interest and/or benefit to them.</p>	<p>The legal basis for the processing of the personal data under GDPR are;</p> <p>Principle 1: Consent We will only process data from people providing consent for us to do so.</p> <p>Principle 6: Legitimate Interests Processing is necessary for our legitimate interest in giving you information about research studies and activities that may be of interest and/or benefit to you.</p> <p>We only use your personal information as permitted by law. We are required to inform you of the legal basis of our processing of your personal information, which are described in the list below.</p> <p>If you have questions about the legal basis of how we process your personal information, contact us at <a href="mailto:respiratory-research@nottingham.ac.uk">respiratory-research@nottingham.ac.uk</a></p>

# What information do we get from third parties?

**None.** We do not receive nor request any information from third parties

# Who do we share it with?

**No one.** We will never share your personal data outside of the staff of the Nottingham Respiratory Research Unit.

# How we protect your data?

We are committed to ensuring that your information is secure. We use industry standard encryption methods and software to safeguard your data, and maintain strict security standards to prevent any unauthorised access to it.

You data will stored in an encrypted format on secure University of Nottingham servers with access controlled by University of Nottingham I.T services to only staff of the Nottingham Respiratory Research Unit. Access is also restricted via Multi-Factor Authentication (MFA), requiring a University of Nottingham username and password and an additional secondary file encryption level requiring additional password.

# How long do we keep your data?

We will only keep your data whilst we have your consent for us to do so. We will contact people who have provided consent for their data to be stored, at regular intervals, and give the option to withdraw their consent for us to store their details and contact them.

Your personal data will be deleted should you withdraw consent and will also be deleted after 24 months of inactivity i.e. no response to contact attempts.

# Your Rights

European data protection laws give you certain rights regarding your personal information. You may ask us to take the following actions in relation to your personal information that we hold:

**Opt-out.** Stop sending you direct communications.

**Access.** Provide you with information about our processing of your personal information and give you access to your personal information

**Correct.** Update or correct inaccuracies in your personal information

**Delete.** Delete your personal information

**Transfer.** Transfer a machine-readable copy of your personal information to you or a third party of your choice;

**Restrict.** Restrict the processing of your personal information;

**Object.** Object to our reliance on our legitimate interests as the basis of our processing of your personal information that impacts your rights.

You can submit these requests by email to [respiratory-research@nottingham.ac.uk](mailto:respiratory-research@nottingham.ac.uk) or our postal address provided below. We may request specific information from you to help us confirm your identity and process your request. Applicable law may require or permit us to decline your request. If we decline your request, we will tell you why, subject to legal restrictions. If you would like to submit a complaint about our use of your personal information or response to your requests regarding your personal information, you may contact us as described above

## How can I withdraw my consent?

You can withdraw your consent at any time by using one the following methods;

**By email;** [respiratory-research@nottingham.ac.uk](mailto:respiratory-research@nottingham.ac.uk)

**By telephone;** 0115-8404844

**By post:**

Nottingham Respiratory Research Unit  
University of Nottingham  
Clinical Sciences Building  
Nottingham City Hospital  
Hucknall Road  
Nottingham  
NG5 1PB

## Where can I get more information?

If you have any questions about this policy, please contact Nottingham Respiratory Research Unit.  
We will keep this privacy notice under regular review and we will place any updates on this web page.

This privacy notice was last updated on 12<sup>th</sup> February 2020