Privacy Notice – NHRP Academy Mailing List

This privacy notice tells you what to expect us to do with your personal information.

- Contact details
- What information we collect, use, and why
- Lawful bases and data protection rights
- Where we get personal information from
- How long we keep information
- Who we share information with
- How to complain

Contact details

- Telephone: 01912084650
- Email: nhrp@newcastle.ac.uk

What information we collect, use, and why

We collect or use the following personal information for information updates or marketing purposes:

- Full name
- Email Address
- Current job role
- Profession
- Current employer

We collect or use the following personal information to report on attendance of events:

- We will report on high level numbers but no personal information will be included

Data storage and processing

- The data will be stored on password protected shared drive and University GitHub account. GitHub is a software developer platform used to storage data and code. Your data will be stored there to allow automatic statistical analyses for high-level data reports to take place.

Lawful bases and data protection rights

Under UK data protection law, we must have a "lawful basis" for collecting and using your personal information. There is a list of possible lawful bases in the UK GDPR. You can find out more about lawful bases on the ICO's website.

Which lawful basis we rely on may affect your data protection rights which are set out in brief below. You can find out more about your data protection rights and the exemptions which may apply on the ICO's website:

- **Your right of access** - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for. Read more about the right of access.
- **Your right to rectification** - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete. Read more about the right to rectification.
- **Your right to erasure** - You have the right to ask us to delete your personal information. Read more about the right to erasure.
- **Your right to restriction of processing** - You have the right to ask us to limit how we can use your personal information. Read more about the right to restriction of processing.
- **Your right to object to processing** - You have the right to object to the processing of your personal data. Read more about the right to object to processing.
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you. Read more about the right to data portability.
- **Your right to withdraw consent** – When we use consent as our lawful basis you have the right to withdraw your consent at any time. Read more about the right to withdraw consent.

If you make a request, we must respond to you without undue delay and in any event within one month.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

Our lawful bases for the collection and use of your data

Our lawful bases for collecting or using personal information to **report on mailing list data** are:

- Consent - we have permission from you after we gave you all the relevant information. All your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.

Where we get personal information from

- Directly from you via the form you filled in to sign up to our mailing list

How long we keep information

We will retain all relevant data for a period of 5 years from the date of collection. After this period, the data will be securely deleted or anonymized, unless a longer retention period is required by law or justified by legitimate business needs or unless you contact us and ask for your data to be deleted.

Who we share information with

- When necessary, information will be shared with NHRP stakeholders:
    - Newcastle University
    - Northumbria University
    - Newcastle upon Tyne Hospitals NHS Foundation Trust
    - Cumbria, Northumberland, Tyne and Wear NHS Foundation Trust
    - Newcastle City Council
- High level information will be shared with wider NHRP stakeholders in the form of newsletters and reports. No personal information will be included.
- We use GitHub as a data processer. GitHub is a software developer platform used to storage data and code. Your data will be stored there to allow automatic statistical analyses for high-level data reports to take place. As a result of using GitHub, your data may be processed in the United States of America. GitHub are signed up to the Data Privacy Framework.

How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you wish to contact the University Data Protection Officer, their email address is rec-man@newcastle.ac.uk.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113
Website: https://www.ico.org.uk/make-a-complaint