

UNIVERSITY OF SOUTHAMPTON PRIVACY NOTICE

Southampton Health Technology Assessments Centre (SHTAC)

INTRODUCTION

Southampton Health Technology Assessments Centre (SHTAC) provides short courses in systematic reviews and health economics. We value your privacy and we recognise the need to process your Data appropriately.

'Data' refers to the personal data that we hold about you from which, either on its own or in combination with other data, you can be identified. A list of what data we collect is set out below.

Processing means doing anything with your Data, such as collecting, recording or holding the Data as well as disclosing, destroying or using the Data in any way.

We will be processing your Data under the current Data Protection Act 1998 (DPA) until 24 May 2018 and then under the General Data Protection Regulations (GDPR) from 25 May 2018.

We keep this Privacy Notice under regular review and it may be amended from time to time. You can obtain a current version at www.southampton.ac.uk/shtac

1. WHAT WE ARE PROCESSING

We will collect and process the following Data about you:

Your name, job title, work/study organisation (if applicable), contact details (e.g. email address, telephone number).

2. WHERE WE GET IT FROM

We will obtain your Data directly from you.

3. LEGAL BASIS FOR PROCESSING

We will usually only process your Data where we have your consent or where we need to process it to comply with our legal obligations. However, it may also be necessary for us to process your Data for the protection of your vital interests, for our legitimate interests or the legitimate interests of others.

We will not process sensitive personal Data about you.

Where you have given your consent to us processing your Data, you have a right to withdraw that consent at any time by emailing us at: shtac@southampton.ac.uk

You may also request the deletion or removal of your Data in certain circumstances by emailing us at: shtac@southampton.ac.uk

4. WHY WE ARE PROCESSING IT

This Data is processed to enable you to:

(a) receive notification of future training courses, events and news from Southampton Health Technology Assessments Centre.

You can ask us not to process your Data for any direct-marketing purposes or in circumstances where is likely to cause unwarranted substantial damage or distress to you or anyone else by contacting us at: shtac@southampton.ac.uk

5. COOKIES

Cookies may be used by us to collect Data for the purposes of managing and improving the services on the University Network, establishing your browsing actions and patterns and preparing customised pages. You can refuse cookies, however, if you do refuse cookies you may be unable to access certain parts of the University Network. For more information about cookies on our websites, please see:

https://www.southampton.ac.uk/about/governance/regulations-policies-guidelines.page#university_network_terms_and_conditions

We also collect Data relating to the demographics and interests of our users by using Google Analytics and cookies set by Google advertising networks. This Data is used in aggregated form to help improve the site and our marketing efforts. Further information and instructions for opting out of Google Analytics tracking are available at:

<https://tools.google.com/dlpage/gaoptout/>

6. PROCESSING FOR LIMITED PURPOSES

We will only process your Data for the specific purpose or purposes that we tell you or if specifically permitted under any privacy legislation and will only process your Data to the extent necessary for that specific purpose or purposes.

7. ACCURATE DATA

We will keep the Data we store about you accurate and up to date. Data that is inaccurate or out of date will be destroyed. Please let us know if your details change or if you feel that the Data we hold about you is inaccurate or incomplete at: shtac@southampton.ac.uk

8. HOLDING DATA

We create and hold your Data both electronically and on paper. We will only hold your Data as long as is necessary for the purpose or purposes that we have collected it.

9. DATA SECURITY

Our staff have a legal duty to keep Data about you confidential. There are strict codes of conduct in place to keep your Data safe. Staff abide by the Data Protection Act 1998 and the University Data Protection Policy.

We endeavour to ensure that suitable organisational and technical measures are in place to prevent the unlawful or unauthorised processing of your Data and against the accidental loss of or damage to your Data. This includes:

- (a) Storing Data on an appropriately secure system.
- (b) Training all our staff in their data protection responsibilities.
- (c) Working with reputable companies for data processing services who are data protection compliant and who enter into appropriate data sharing agreements.
- (d) Ensuring that appropriate protection is in place when we work with trusted organisations based outside the European Economic Area (EEA).

10. SHARING YOUR DATA

We will not share your Data to a third party without your consent unless we are satisfied that the third party is legally entitled to it.

We may have to disclose your Data if required to do so by law in order to comply with a legal obligation, to protect our rights, interests or property and those of others, act in urgent circumstances to protect the personal safety of our staff, students and the public or to protect us against any legal liability.

11. HOW DO I ACCESS MY DATA?

If you would like to access your Data please make a request in writing to:

The Data Protection Officer
Legal Services
University of Southampton, Highfield
Southampton, SO171BJ
Email: data.protection@soton.ac.uk

In certain circumstances you can request your Data for reuse for your own purposes across different services by emailing us at: shtac@southampton.ac.uk

12. UNWANTED COMMUNICATIONS

We will, from time to time, contact you by email, post and telephone. If at any stage you are concerned about the content of these communications e.g. unwanted marketing information or wish to change how we communicate with you please contact us at: shtac@southampton.ac.uk to unsubscribe.

13. FURTHER INFORMATION

We also have additional policies and guidelines concerning particular activities. If you would like further information please see our Publication Scheme at:

http://www.southampton.ac.uk/about/governance/regulations-policies-guidelines.page#publication_scheme.

If you are unhappy with the way that we have handled your data you can contact us at: shtac@southampton.ac.uk or contact the Information Commissioner's Office. See their website at: <https://ico.org.uk/>.

The University of Southampton is the Data Controller and our registration number with the Information Commissioner's Office is Z6801020.