

LITE Privacy Notice

General statement

This privacy policy sets out how the Liverpool School of Tropical Medicine LITE facility uses and protects information about staff and visitors.

LSTM may change this policy from time to time and we will then issue an updated privacy notice.

Purpose

Data are gathered to run the facility to best practice.

What information is being collected & what is the legal basis for collecting the data?

Visitors:

Information in the visitor log book will be retained and archived to establish the visitors who have entered this facility. This is to ensure compliance to our Standard Operating Procedures (SOPs). Completed log books will be stored in a secured archive location and retained as per document retention SOP.

Staff:

As a LITE employee, your training record is required for Good Laboratory Practice (GLP) compliance.

During your time in LITE, details such as Name, Education, Qualifications, Employment History and Professional membership along with your training competency is stored in individual training records. These are only accessed by LITE staff and are stored centrally in the document storage area.

Once you leave the team your training record remains the property of LITE, LSTM and the data therein is transferred to the archive storage for retention as per document retention SOP. This data is then stored in a secured archive location with limited staff access.

Legal basis:

The legal basis for processing personal data is as part of our LITE facility's research tasks in the public interest of LSTM as a higher education institution engaged in research.

How is the information collected?

We collect the data that you personally input into the visitor book and during any tests you complete at the end of training.

How the information is being used, stored and protected?

The sole purpose of the information we collect is to ensure the safety and good functioning of the LITE facility and to meet accreditation standards.

Who will the information be shared with?

Personal data may be accessed by auditors of the LITE facility. They are bound by professional duty of confidentiality.

Retention of data and updating your information

Your information forms part of a record of research activity that was undertaken at LITE and will be archived to enable audit and analysis. The data are retained and managed according to written, version-controlled procedures, particular:

- LITSOP Archiving of electronic and paper documents,
- LITSOP060 Visitors to LITE, and
- LITSOP118 Issuing and control of documents.

These are available on request and the latest version is on display in LITE.

Your rights and how to find out what information we hold about you

The GDPR gives individuals the following rights:

1. The right to be informed
2. The right of access
3. The right to rectification
4. The right to erasure (to be forgotten)
5. The right to restrict processing
6. The right to data portability
7. The right to object
8. Rights in relation to automated decision making and profiling

If you wish to exercise any of the rights above, please get in touch using the details below.

How to contact us

If you wish to exercise any of these rights, including making a subject access request for information held by LITE or regarding the detail of our SOPs, please contact us at: Helen.williams@lstmed.ac.uk or <http://www.lite-testing-facility.com/>

General queries about data protection at LSTM should be directed to the
Data Protection Officer
Liverpool School of Tropical Medicine
Pembroke Place
Liverpool
L3 5QA

dataprotection@lstmed.ac.uk

0151 702 9323