

HiVE Privacy Notice

General statement

This privacy policy sets out how Liverpool School of Tropical Medicine uses and protects any information that you give us when you participate in HiVE (Health Innovation in a Virtual Environment).

LSTM is committed to ensuring that your privacy is protected and will only process personal data in accordance with the current data protection legislation and with this privacy statement.

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

Purpose

This notice describes how we manage information provided through the completion and submission of an application to HiVE, and the information supplied by mentors, experts and advisors participating as HiVE College of Experts.

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

We collect name, address and other contact details (e-mail address and telephone number), gender identity and whether you have any technological requirements. We collect information regarding your career, experience, working style and core competencies to support the recruitment and mentor matching process. We collect information about your original innovation or idea which will be used for the purposes of shortlisting and selection by the Advisory Board.

Your personal data will be processed using the legal obligations basis under GDPR Article 6(b) as this information is necessary for the performance of a contract or prior to you entering into a contract with us.

We do not collect special category data.

Who is collecting it?

The African Health Innovation Centre (AHIC - based in Ghana), are collecting this information on behalf of LSTM to fulfil their role as in-country delivery partner

How is the information collected?

The information is collected by AHIC and stored on a GoogleDrive database which is password protected. The system is a cloud service which is hosted offsite in the US and is under the US Privacy Shield.

How the information is being used, stored and protected?

The sole purpose of the information we collect is to process your application to HiVE, and if that is successful, to assist your progress through to completion of the programme. We ensure that our systems are secure and password protected. Your applications will be accessed by the selection panel within GoogleDrive. Your personal data will be transferred directly from GoogleDrive to a secured database (eTapestry) owned by LSTM, for storage. Both GoogleDrive and eTapestry are automatically backed up regularly by the owners.

Email addresses and names of the selected candidates will be used to register you in the virtual platform (QUBE), managed by LSTM, which is the core virtual environment used throughout HiVE. All data will be managed in accordance with Pentacle's data protection

policy <https://www.pentaclethevbs.com/wp-content/uploads/2018/05/Pentacle-Data-policy-.pdf>

Who will the information be shared with?

AHIC will share the data via GoogleDrive with the core HiVE team at LSTM and with the selection panel. If successfully selected for the HiVE programme, data will be shared with the HiVE college of experts to facilitate matching and curriculum delivery.

Retention of data and updating your information

Data will be retained for two years in a GoogleDrive protected folder which represents a pilot and full cycle of the HiVE programme. At the end of 2 years the folder will be deleted, overseen by LSTM. Your data in eTapestry (a secure LSTM database) will be retained for 10 years for analytical purposes based on MRC recommendations. All applicants will be able to opt in to be contacted for follow up and potential for being involved in future work e.g. case studies. De-identified copies of HiVE data may be retained for up to 20 years for audit purposes.

How will the collection of data affect you?

The data collected will be used only for measurement purposes to help programme administrators assess programme success metrics and skills acquisition. We are seeking to assess baseline diversity and experience within the pool of applicants.

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

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

If you feel any of your rights have not been upheld you have the right to lodge a complaint with the UK supervisory authority (the Information Commissioner's Office) via <https://ico.org.uk/make-a-complaint/>

How to contact us

If you wish to exercise any of these rights, including making a subject access request for information held by LSTM's HiVE programme, please contact us at: hive@lstmed.ac.uk.

General queries about data protection at LSTM should be directed to the Data Protection Officer

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