

LSTM Research Volunteers Privacy Notice

Introduction

This privacy policy sets out how the Liverpool School of Tropical Medicine uses and protects information that you give us when you volunteer to potentially participate in future research.

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 this privacy statement.

You can view LSTM's latest privacy notices on our website:

<https://www.lstmed.ac.uk/lstm-privacy-statement>

What information is being used?

We collect contact information including name, e-mail address and telephone number. We also collect special category information in the form of basic health information like smoking status. These pieces of health information are relevant to the research we recruit participants for.

The legal basis for processing the personal data is legitimate interests for facilitating future medical research at LSTM in a way that upholds respect for your rights. The processing condition for processing special category data is your explicit consent.

If you are successfully recruited into a future research study the legal basis would become public interests and the processing condition would become archiving, research and statistics. These differing bases in law arise due to the research ethics safeguards of the clinical study to which you are recruited. LSTM might not be the sponsor of that study; if this is the case and another research organisation is controller of participant information it will be made clear in the participant information leaflet.

Who is using this information and why?

The purpose of collecting your personal data is to facilitate LSTM researchers finding suitable participants for future clinical research studies and for you to be contacted about the latest research that is relevant to you.

If you decide that you would rather not have your information stored and used for research volunteer purposes you can contact us at dataprotection@lstmed.ac.uk to have your details deleted.

How is the information collected?

We collect data via encrypted online forms wherever possible. Paper versions of forms are also used where necessary, for example at events where device connectivity cannot be guaranteed. All the collected information is screened and quality checked by research staff, and an initial confirmation message will be sent to you electronically.

How the information is being used, stored and protected?

Volunteer information is only accessible to a small team of research staff at LSTM who have completed data protection training and who specialise in trial recruitment. LSTM store and backup the information in encrypted form with trusted IT providers. Those IT providers cannot read the information.

Who is information shared with?

Volunteer data is stored with Microsoft and AQ Software in data centres in the UK. Volunteer information will be used by LSTM's clinical research staff to contact you using the details you provide. If you agree your information may be shared with other researchers for them to contact you about their studies.

Retention of data and updating your information

We store your information until you ask us to delete it. We will periodically contact you to check that you are still willing to be contacted about research participation opportunities.

How will the collection of data affect you?

The only impact we foresee are LSTM research staff occasionally contacting you about your inclusion on the database and research opportunities that may be relevant to you. The decision to contact you is based on information we hold about you that is always manually checked for quality purposes and never based on automated processing.

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

The Data Protection Act 2018 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

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 0044(0) 151 702 9323