

PRIVACY NOTICE
GLASGOW CLINICAL RESEARCH FACILITY
NHS GREATER GLASGOW & CLYDE

About NHS GG&C

NHS Greater Glasgow & Clyde (NHS GG&C) is a public organisation created in Scotland under section 1 of the National Health Service (Scotland) Act 1978 (the **1978 Act**). It is one of the organisations which form part of NHS Scotland (**NHSS**).

Personal information we use

The personal information we use includes name, job title/designation, institution, email address, address and telephone number of NHS GGC staff, external staff & trainees.

Our purpose for using personal information

The information you provide will be used by NHS GG&C for the administration requirements of courses or events that are run, hosted or facilitated by Glasgow Clinical Research Facility that you have requested to attend/agreed to participate, speak or facilitate. On occasion the Glasgow Clinical Research Facility may work with external organisations to deliver courses or events, this includes but not limited to external speakers and event leads.

We are using information about you as your data is necessary for course/event administration & registration, reminders for mandatory research training, core functions of Glasgow Clinical Research Facility.

Legal basis for using your information

NHS GG&C, as data controller, is required to have a legal basis when using personal information. NHSGGC considers use of personal information is necessary for the performance of a task carried out in the public interest, ensuring staff undertaking research are appropriately trained for the role.

Therefore the legal basis used for NHS GG&C staff personal information we process is: Public Task

We receive this information directly from you via the registration process.

Sharing information with others

Information about you may be shared with appropriate government, professional and academic regulatory bodies to conform to regulation and accreditation requirements. Relevant information may be shared with external organisations, when their services are required to deliver courses/events. This may include external event organisers, external speakers/facilitators and other services that are essential to safe delivery of course/event delivery, where appropriate.

In addition to the primary purposes, we are also legally obliged to share certain data with other public bodies such as MHRA and will do so where the law requires this; we will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and proportionate.

Transferring personal information abroad

The Glasgow Clinical Research Facility will not transfer training data to countries outside the EEA.

Retention periods of the information we hold

We will hold the personal data you provided us for 7 years to conform to regulatory (in the case of Good Clinical Practice), CPD accreditation and financial reporting requirements.

How we protect personal information

We take care to ensure your personal information is only accessible to authorised people, with the following security measures in place to protect personal information:

- All staff undertake mandatory training in Data Protection and IT security
- Compliance with NHS Scotland Information Security Policy
- Organisational policy and procedures on the safe handling of personal information
- Access controls and audits of electronic systems.

Your rights

Your data protection rights within NHSGGC are:

1. The right to be informed

NHSGGC must explain how we use your personal information. We use a number of ways to communicate how personal information is used, including:

- This Data Protection Notice
- Information leaflets

2. The right of access

You have the right to access your own personal information. This right includes making you aware of what information we hold along with the opportunity to satisfy you that we are using your information fairly and legally. You have the right to obtain:

- Confirmation that your personal information is being held or used by us
- Access to your personal information
- Additional information about how we use your personal information

3. The right to rectification

If the personal information we hold about you is inaccurate or incomplete you have the right to have this corrected. If it is agreed that your personal information is inaccurate or incomplete we will aim to amend your records accordingly, normally within one month, or within two months where the request is complex.

4. The right to object

When NHSGGC is processing your personal information for the purpose of the performance of a task carried out in the public interest or in the exercise of official authority you have the right to object to the processing and also seek that further processing of your personal information is restricted. Provided NHSGGC can demonstrate compelling legitimate grounds for processing your personal information, for instance; patient safety or for evidence to support legal claims, your right will not be upheld.

Complaints

NHSGGC employ a Data Protection Officer to check that we handle personal information in a way that meets data protection law. If you are unhappy with the way in which we use your personal information please tell our Data Protection Officer using the contact details below.

Data Protection Officer

Address: NHS Greater Glasgow and Clyde, 1 Smithhills Street, Level 2, Paisley, PA1 1EB.

Email: Data.Protection@ggc.scot.nhs.uk

Telephone: 0141 278 4774

You also have the right to complain about how we use your personal information to the Information Commissioner's Office (ICO). Details about this are on their website at www.ico.org.uk.

If you have any questions, please contact:

Shona McDermott

Education & Quality Lead

Glasgow Clinical Research Facility

West Glasgow Ambulatory Care Hospital

Dalnair Street

Glasgow

G3 8SW

Tel: 0141 201 9302

email: gg-uhb.GlasgowCRFEducation@nhs.net