



Privacy Notice for Patient and Public Involvement and Engagement (PPIE) Initiative: 'Let's Shape Research Together'

What is covered by this privacy notice?

This Privacy Notice is designed to help you understand how we use personal information for Patient and Public Involvement and Engagement (PPIE): 'Let's Shape Research Together' initiative. We have set out below the information we use, who we share it with, and how long we will keep it.

What personal information do we hold?

We collect and use the following personal information:

- o full name;
- o address;
- o email;
- o phone number;
- o occupation;
- o date of birth;
- o previous voluntary experience;
- o declaration of interest;



Special Category (Sensitive Data) may include:

- o any convicted offences;
- o details about disabilities .

We receive this information directly from you.

How do we use your personal information?

We use your information for these purposes:

1. To register you as a Public Collaborator with ARU 'Let's Shape Research Together';
2. To send you communications related to your volunteering, including newsletters about potential opportunities to be involved in research, invitations to events;
3. To ensure equal opportunities for all volunteers;
4. To personalise our communication to your interests when possible.

Who else might we share your personal information with?

We share your information where with our academics, to the extent relevant to their research requirements, in order to match Public Collaborators to appropriate projects.

Where ARU is working with a partner organisation on a research project, we may share your basic details with that partner if that project involves a Focus Group which they help facilitate. We will advise you of this in advance.



We will only share the minimum personal information necessary.

Who is the data controller for this processing?

Anglia Ruskin University is the Data Controller for this activity.

What is the legal basis for our use of your personal information?

We process your personal data with your consent.

Will my personal information be accessible outside the UK?

No, your personal information will not be accessible outside the UK, unless under your additional consent where required for initiatives involving research with partners abroad.

How long will we keep your personal information?

We will ask you to renew your consent every three years. If you do not renew your consent, we will remove your personal data from our register. If you ask to withdraw your consent before a renewal date, we will withdraw it upon receipt of receiving your request.

Your rights

The law gives you rights to control what personal information is used by us and how it is used by us.

You can obtain further information about these rights from the Information Commissioner's Office.



You also have the right to lodge a complaint about our processing of your personal data with the Information Commissioner's Office.

Information Commissioner's Office

Post: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Website: <https://ico.org.uk/>

Email: <mailto:mcasework@ico.org.uk>

Telephone: 0303 123 1113 (local rate) or 01625 545745 (national rate)

Contact us

If you wish to exercise any of these rights, you can contact our Data Protection Officer.

Data Protection Officer

Email: <mailto:dpa@aru.ac.uk>