

## **Brain Health Centre Privacy Notice**

### **Data protection**

In the course of attending the Brain Health Centre (BHC), you have provided information about yourself ('personal data'). We (the University of Oxford) are the 'data controller' for this information, which means we decide how to use it and are responsible for looking after it in accordance with the General Data Protection Regulation (GDPR) and associated data protection legislation.

### ***How we use your data***

We will use your data to:

- provide you with the clinical assessment services
- register you as a member of the Brain Health Centre Research Database (if you agree to this)

The processing of this information is necessary for the University to undertake a public task as defined under Article 6(1)(e) of the Act.

We will only use your data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another related reason and that reason is compatible with the original purpose. If we need to use your data for an unrelated purpose, we will seek your consent to use it for that new purpose.

### ***Who has access to your data?***

Access to your data within the University will be provided to those who need to view it as part of their work in carrying out the purposes described above.

We will share your data with the NHS who provide services to you, such as for the clinical reporting of your MRI scans. These NHS foundation trusts are required to take appropriate security measures to protect your data.

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We may share your data with other researchers who are approved by us. These researchers are required to take appropriate security measures to protect your data in line with our policies. We do not allow them to use your data for their own purposes. We permit them to process your data only for specified purposes and in accordance with our instructions.

Where we share your data with a third party, we will seek to share the minimum amount necessary.

### ***Retaining your data***

We will only retain your data for as long as we need it to meet our purposes, including any relating to legal, accounting, or reporting requirements.

### ***If you agreed to join the Research Database, you can withdraw your data in three ways:***

1. No further contact: The BHC will no longer contact you (if you agreed to be re-contacted about future research studies), but would have permission to retain and use samples and information previously provided and obtain and use further information from health records.
2. No further access: The BHC will no longer contact you (if you agreed to be re-contacted about future research studies), the BHC would remove all your personal data from our database and would no longer obtain information from health records in the future, but has permission to use samples and information previously provided.
3. No further storage of DNA samples: The BHC will destroy your DNA sample (if you agreed to provide a saliva sample)

De-identified information obtained until the time that your details are withdrawn which has already been used in research cannot be withdrawn from that research.

### ***Security***

Your data will be held securely in accordance with the University's policies and procedures. Further information is available on the University's Information Security website.

<https://www.infosec.ox.ac.uk/guidance-policy>

### ***Where we store and use your data***

We store and use your data on University premises, in both a manual and electronic form.

Electronic data may be transferred to, and stored at, a destination outside the European Economic Area ("EEA"), for example, when a researcher is based overseas.

Such transfers will only take place if one of the following applies:

- the country receiving the data is considered by the EU to provide an adequate level of data protection;
- the organisation receiving the data is covered by an arrangement recognised by the EU as providing an adequate standard of data protection e.g. transfers to companies that are certified under the EU US Privacy Shield;
- the transfer is governed by approved contractual clauses;
- the transfer has your consent;
- the transfer is necessary for the performance of a contract with you or to take steps requested by you prior to entering into that contract; or
- the transfer is necessary for the performance of a contract with another person, which is in your interests.

### ***Your rights***

Information on your rights in relation to your personal data are explained [here](#).

### ***Contact***

If you wish to raise any queries or concerns about our use of your data, please contact us at [bhc.admin@psych.ox.ac.uk](mailto:bhc.admin@psych.ox.ac.uk)