

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:

- enable the NHS to provide you with 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, i.e. the processing is necessary for the University to perform a task in the public interest or for its official functions, and the task or function has a clear basis in law.

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.

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)

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 in a secure NHS data-centre and on University premises, in both manual and electronic forms.

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 another person, which is in your interests.

Your rights.

Your rights under the General Data Protection Regulation

Under the General Data Protection Regulation (GDPR), which came into effect on 25 May 2018, you have the following rights in relation to the information that we hold about you (your 'personal data').

- **The right to request access to your data** (commonly known as a "subject access request"). This enables you to receive a copy of your data and to check that we are lawfully processing it.
- **The right to request correction of your data.** This enables you to ask us to correct any incomplete or inaccurate information we hold about you.
- **The right to request erasure of your data.** This enables you to ask us to delete or remove your data in certain circumstances for example, if you consider that there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your data where you have exercised your right to object to processing (see below).
- **The right to object to the processing** of your data, where we are processing it to meet our public tasks or legitimate interests (or the legitimate interests of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your data for direct marketing purposes.

- **The right to request that the processing of your data is restricted.** This enables you to ask us to suspend the processing of your data, for example, if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer of your data to another party**

Contact

If you wish to raise any queries or concerns about our use of your data, please contact us at:

The Brain Health Centre,

Oxford Centre for Human Brain Activity (OHBA)

University Department of Psychiatry

Warneford Hospital

Oxford OX3 7JX

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