

## Ecological Collective Flourishing PPIE

### Terms of Reference to April 2025

Version 1.3

#### 1. Introduction

The E-Co-Flourishing theme is part of a larger initiative – the [National Institute for Health and Care Research Oxford Health Biomedical Research Centre](#) (OHBC) which is a partnership between Oxford Health NHS Foundation Trust and the University of Oxford. It aims to bring the best science to brain health.

The Patient and Public Involvement and Engagement (PPIE) groups for the E-Co-Flourishing theme divide into three different types of memberships overarching PPI group – YOPAG, place-specific PPIE linked to selected Living Lab sites and place-independent thematically coordinated PPIE. The Living Lab sites are green (blue) spaces in Oxford – including its Gardens, Libraries and Museums (GLAM) – and Blackpool. Here we test innovative ways to foster human and planetary health.

#### 2. Purpose of E-Co-Flourishing PPIE Group(s)

- To bring together diverse voices and experiences to influence PPIE dimension of the E-Co-Flourishing research at the Oxford and Oxford Health BRCs Theme 6.
- To increase the involvement of non-traditionally engaged communities in health research.
- To advise researchers undertaking research projects on issues related to PPIE inclusion with the aim of improving the quality and effectiveness of research – Community-ready researchers.
- To establish University-community partnerships (long term) at selected sites (Living Labs) in Oxfordshire and beyond – Research-ready communities.

#### 3. Ethos

The group is founded on core principles of Accessibility, Transparency, Trust, and Sustainability. We achieve this through flexibility, collaboration, transparency, responsibility, empathy, respect for all group members, responsibility, and commitment. The researchers will also seek opportunities to ensure the group's sustainability. These principles guide the group's operations, decision-making procedures, and activities.

## 4. Membership

Our PPIE framework is organised into several sub-groups which serve different purposes:

**'YOPAG' – Umbrella Advisory Group:** a cross-generational and cross-theme group comprising both younger and older members (YOPAG). The group's purpose is to help align and integrate diverse skills, knowledge, and requirements, fostering a more cohesive and interdisciplinary approach.

**E-Co-Flourishing YPAG:** The Young Advisory Group includes junior members (ages 14–18) and senior members (ages 19–25). The senior members play a key role in fostering effective peer-to-peer exchange, providing guidance and mentoring, and promoting knowledge sharing and skill development. This group is collaborating with the Neurox YPAG and soon YPAG members from Birmingham.

**E-Co-Flourishing 'OAPG':** Members of this group are currently either present in place-specific PPIE activities like the Oxford Community Action and Blackbird Leys CDI or members of YOPAG.

**Place-Specific PPIE:** The group members are linked to individual Living Lab sites and locations, such as school teachers, estate services staff, and local community members. This seamless integration of PPIE with local infrastructure ensures that community needs and perspectives are met. All place-based PPIE projects will have components that are unique to their specific contexts and others that can be scaled up or across different settings.

**Place-Independent and Theme-Specific Group:** Here the group members focus on particular topics or themes without being tied to a specific location. This flexibility facilitates targeted recruitment and expertise, allowing for the exploration of specialised topics, like providing feedback on a peer-reviewed paper draft related to the E-Co-Flourishing concept.

## 5. Time Commitment

- Time commitment depends on the level of involvement and can range from short-term to long-term.
- The PPIE Champion Group (YOPAG) will hold a minimum of 4 meetings a year, online and in person. We request members to attend annually at least 2 out of 4 meetings. In addition, we have agreed on a check-in every other week for quick updates and to capture developments which might need attention, integration or adjustment.
- Online meetings will last no longer than 1.5 hours, whereas in person meetings will last no longer than 4 hours.
- Events, such as workshops or networking events, organised by the group(s) will last not more than 6 hours of a working day.

- Members are expected to attend, or send apologies, in advance of all meetings. Any difficulties in attending meetings please discuss with Katrin Wilhelm and/or Lucienne Spencer, Alexandra Almeida.

## 6. Role of group members

Members of the group include patients, carers, lay public and staff with lived experience who have an interest in research at the intersection of nature and human health. We work closely to make our research as good as it can be for PPIE.

Involvement will differ from study to study but can include:

- **Active Participation:**
  - Join events with group members and researchers.
  - Participate in group work and co-production of research.
- **Meetings and Punctuality:**
  - Attend meetings, arriving no later than 5 minutes after the start.
  - Contribute to meetings and attend online sessions punctually.
  - Respond to emails and complete tasks between meetings.
- **Research Collaboration:**
  - Co-design study protocols, data collection tools, and interview guides.
  - Contribute to data analysis, interpretation, and dissemination of research.
  - Assist in writing project reports and papers.
  - Participate in review processes for E-Co-Flourishing groups.
- **Respect and Confidentiality:**
  - Maintain confidentiality of personal experiences shared by other members.
  - Avoid sharing personal data during sessions (like email addresses and phone numbers).
  - Respect others' views and work collaboratively with people from diverse backgrounds.
- **Additional Contributions:**
  - Provide unique perspectives based on personal, cultural, and professional experience.
  - Help with recruiting other PPIEP members and refining research questions.
  - Offer consultations to other researchers and raise concerns with PPI leads when necessary.

All members will agree to follow the Group's Principles (see point 7) when engaging with, or on behalf of, the group.

## 7. E-Co-Flourishing OH BRCs responsibilities

- The PPI lead (Katrin Wilhelm) and Co-lead (Alexandra Almeida) will organise meetings and activities, giving at least 1 months' notice.
- Make payments for time and expenses as soon as possible.
- Support the groups to operate in line with the Group's Principles.
- Following each Group meeting, action points will be circulated, and progress reported at future meetings.
- The group will use email to organise meeting dates, communicate between meetings, and to share items and papers related to the work of the group. If required and requested, printed copies of papers can be provided.
- Raise any concerns with members, and respond to any raised, promptly and constructively.
- Provide expenses and receipts within 2 months of the activity (see below).
- Will we offer training or career development for the YPAG
- We will check our assumptions to determine if what we believe is "in it for them" is truly meeting PPIE needs
- Likewise, we will make our learnings from PPIE transparent, which might lead to changes in our community of practice, among other outcomes

## 8. Payment and expenses (for patient, carer and public members)

PPI members play an indispensable role in the research process, and as such, the time and effort they commit to the group must be appropriately recognised.

- We follow the OHBRC Payment and Expenses Policy (Appendix 1).
- We reimburse non-staff members for any travel that you might incur in fulfilling your role (receipts are required).
- We discuss these with you in advance of the first meeting that you attend, together with the process for making a claim.
- In addition, we offer reimbursement for your time at the rate of £15 per hour for junior young people advisors, £20 for senior young people advisors and £25 per hour for older people per online meeting: it is your choice whether to accept this or not.
- Expenses with receipts must be provided within 2 months of the activity.
- Please note that if you are receiving state benefits, a pension, pension credits, tax credits or are liable for income tax and National Insurance, receiving any form of payment may affect you. See more information on the [NIHR website](#).

## 9. Principles and Guidelines for Meetings

The group adheres to the Seven Principles of Public Life (also known as the Nolan Principles) summarised below and available in full [here](#). The groups also adhere to the “Guidance for meetings with patient and public contributors” (Appendix 2) that were developed by the group and other PPI contributors.

## 10. Continuous feedback loop

Feedback of any kind is very welcome and encouraged. We value any feedback you have about how we are working, including things that are going well and those we could improve.

Periodically, members will be asked to reflect and consider the progress of the E-Co-Flourishing PPIE in its key focus activities, and its overall direction. This information will be collated and fed back to the relevant parties. The PPI lead(s) will collate the findings and discover ways to best incorporate feedback into future sessions.

Any complaints or concerns should be directed to the PPI lead, Katrin Wilhelm ([katrin.wilhelm@psych.ox.ac.uk](mailto:katrin.wilhelm@psych.ox.ac.uk)).

## 11. Raising issues

Very occasionally, difficult situations arise for contributors and staff when working together. If this should happen, guidance (Appendix 3) is provided to ensure that everyone is supported.

If you feel more comfortable raising concerns outside of the PPI group, members can contact Ilina Singh ([ilina.singh@psych.ox.ac.uk](mailto:ilina.singh@psych.ox.ac.uk)).

## 12. Leaving E-Co-Flourishing PPIE

PPI members may withdraw from the role at any time. In a situation where PPI members are unable to continue as members, we ask that they notify the PPI lead(s) as soon as possible. Resigning group members may be asked to provide feedback on their experience in writing to help guide the future running of the E-Co-Flourishing PPI.

## 13. Privacy statement

E-Co-Flourishing OH-BRC and the University of Oxford will collect members’ personal data with their permission (name, address, bank account details, emails, NI). This data is stored in a password protected file securely and looked after in accordance with GDPR. By signing these ToR you are indicating your agreement to this. Please see the OUH Privacy statement for the group (Appendix 4). Also please see: The [OHBRC privacy notice](#) and the [University of Oxford Privacy Policy](#).

## 14. Confidentiality

Content of discussions and any information shared in the meetings should be viewed as confidential unless specifically expressed otherwise.

## 15. Conflict of interest

A conflict of interest could be working for, or having involvement in activities, organisations or funders related to the research topic being discussed or being involved as a participant in a research trial directly related to the research being discussed. If unsure, Group Members are encouraged to speak to Katrin and/ or Alexandra.

## 16. Sharing contact details

We would like to have permission to share your email with other members of the group and staff involved with the group so that we can communicate easily amongst ourselves. By signing this ToR you are indicating your agreement to this. However, if you are not happy for your email address to be shared, please let Katrin Wilhelm and Alexandra Almeida know and we will ensure your email is not shared.

If you need to change any of your personal details, please contact Katrin Wilhelm ([katrin.wilhelm@psych.ox.ac.uk](mailto:katrin.wilhelm@psych.ox.ac.uk)) or Cora Reilly-McGeown ([cora.reillymcgeown@oxfordhealth.nhs.uk](mailto:cora.reillymcgeown@oxfordhealth.nhs.uk)); PPIEP manager OH-BRC) at your earliest convenience. Please be aware that in certain situations, we might be unable to update your personal details. Once records are archived for legal compliance, such as financial records required to be retained in their original form for a specific period, updates to these records cannot be made. Updates may also be restricted during the processing of active transactions to ensure their integrity.

## 13. Definitions

- Patient and Public Involvement is when people are actively involved in research projects and research organisations. It means research that is carried out with or by patients, carers and members of the public.
- Engagement is where information and knowledge about research is provided and disseminated to the public, i.e. science festivals, open days, media coverage.
- Under-served – (NIHR Include):
  - Lower inclusion in research than one would expect from population estimates.
  - High healthcare burden that is not matched by the volume of research designed for the group.
  - Important differences in how a group responds to or engages with healthcare interventions compared to other groups, with research neglecting to address these factors.

## 17. Glossary

We avoid the use of 'jargon', and always spell out terms and names before using acronyms. Any acronyms that have been used within this document are also spelt out in full below:

E-Co-Flourishing	Ecological Collective Flourishing
NIHR	National Institute for Health Research
OHBC	NIHR Oxford Health Biomedical Research Centre
OPAG	Older Person Advisory Group
PPI	Patient and Public Involvement
PPIE	Patient and Public Involvement and Engagement
YPAG	Young Person Advisory Group
YOPAG	Younger and Older Person Advisory Group (intergenerational)

## 18. Review of Terms of Reference (ToR)

Katrin Wilhelm drafted these ToR on 24.04.2024 building on a revised draft by the OHBC and OBRC PPIE Managers, Cora O'Reilly and Rachel Taylor as well as the NeuroOX YPAG ToRs co-produced by Lucienne Spencer and YPAG members. These Terms of Reference will be reviewed every 12 months.

**Signature:** Each member of the E-Co-Flourishing PPIE Research Group is required to sign up to the Terms of Reference and Principles

## 18.1 Appendix 1 – OHBRC Payment and Expenses Policy

Currently being reviewed. While this is pending, please refer to the OHBRC Payment Policy as currently used: [OH-BRC-CRF-PPI-Payment-Policy-for-Researchers-Sept-2020.pdf \(nihr.ac.uk\)](#)

## 18.2 Appendix 2: Guidance for meetings with PPI contributors

*This guidance has been developed by Patient and Public Involvement (PPI) leads and PPI contributors of the OBRC/OH-BRC and NeuroX YPAG.*

### 1. Confidentiality and Privacy:

- You are not required to disclose personal information, and you can use the third person if you'd like to give an example. If you're in a shared space, please use headphones to maintain privacy. Do not share other people's personal information outside of the meeting.

### 2. Respect and Inclusivity:

- Create a non-judgmental space where everyone's experiences are valid and important. We respect each other's different backgrounds, identities, and ideas without judgment. Respectful challenges to ideas are encouraged.

### 3. Communication and Plain Speaking:

- Avoid jargon or overly scientific language. If you need clarification, don't hesitate to ask. We all support each other to understand the discussion. Researchers will also avoid jargon or acronyms.

### 4. Safety and Security:

- If you feel uncomfortable or concerned at any point, let the session leader know. You can use private chat or other discreet methods to communicate with facilitators. If you're in an online meeting, ensure your call is private. If you notice anything suspicious, report it immediately to the meeting chair.

### 5. Participation and Inclusion:

- Everyone is equal in the meeting; there are no hierarchies. We encourage everyone to contribute and use tools like "raise your hand" or "chat" to indicate you'd like to speak. In some breakout sessions, researchers will be off-camera but available for support if needed.

### 6. Meeting Etiquette:

- Keep cameras on during the meeting (if comfortable) to help connect in the virtual space, but mute when not speaking to avoid background noise. If you need to leave



the meeting, let a staff member know, especially if you're not okay or leaving for good. This helps ensure everyone's safety. If your connection drops, we'll wait 5 minutes before reaching out via email.

**7. Contributing and Asking Questions:**

- It's okay to ask questions—if you have a question, others probably do too. We aim to foster a supportive environment where everyone feels valued. Contribute when you can, and support the facilitator by ensuring everyone has a chance to speak.

**8. Camera and Sound:**

- Keep cameras on during the meeting if comfortable (unless there are confidentiality or connectivity issues). Mute when not speaking to minimize background noise. Avoid recording or taking photos without explicit permission.

### 18.3 Appendix 3: Raising a concern or difficult issue - guidance for PPI contributors and staff

*This guidance has been developed by Patient and Public Involvement (PPI) leads and PPI contributors of the OBRC/OH-BRC.*

Occasionally, difficult issues can arise in PPI work. If this should happen, it is important to support everyone involved, and resolve issues as soon as possible. We also want to ensure we learn from such occasions, to improve how we do things.

#### Concerns or difficult situations when working with staff – guidance for contributors

Occasionally, difficult situations arise for contributors when working with PPI leads and researchers. If this should happen, this guidance is to ensure that you are supported.

The types of things that might happen are:

- You do not have enough information about the project to make an informed choice about your involvement, or the involvement offer changes after you have agreed to something.
- You are given a task to complete but with a short deadline.
- You are given the opportunity to take part during a meeting but do not feel you have been supported to be involved.
- You are not encouraged by the meeting Chair to make a contribution.
- You have not been asked about, or provided with, adaptations or reasonable adjustments (for example large print documents) to support your involvement.
- It has not been explained what payment/expenses to expect, or you have not been paid as expected.
- A member of staff or another PPI contributor does not listen respectfully to your view.
- A meeting is cancelled at short notice.
- A staff member does not respond to emails or give you the information you need to take part in a project.

If you have any issues like the above, or something else which makes you uncomfortable, please raise it with any staff member you are working with that you feel comfortable with. This can be by email or phone, or if you would feel more comfortable, you could first contact Katrin Wilhelm or Alexandra Almeida (see details at end of this document).

If you have a concern that cannot be resolved by the E-Co-Flourishing PPI lead ([katrin.wilhelm@psych.ox.ac.uk](mailto:katrin.wilhelm@psych.ox.ac.uk)) or co-lead Alexandra Almeida ([alexandra.almeida@psych.ox.ac.uk](mailto:alexandra.almeida@psych.ox.ac.uk)), then you can contact Cora Reilly-McGeown ([cora.reillymcgeown@oxfordhealth.nhs.uk](mailto:cora.reillymcgeown@oxfordhealth.nhs.uk); PPIEP manager OH-BRC).

## Concerns or difficult situations when working with PPI contributors – guidance for staff

Occasionally there is a concern or difficult issue when working in partnership with PPI contributors e.g.

- Carer costs, travel or accommodation expenses are higher than the policy. (See Oxford BRC payment policy).
- An activity is not completed to a satisfactory standard and / or it seems that the PPI contributor has not spent the appropriate amount of time on the activity
- Regular late arrival or not contributing to meetings.
- Group dynamics that you feel uncomfortable about.
- There is something else you are concerned about and would like advice.

Please follow this guidance:

- Remember to maintain friendly and open communication throughout.
- Ask how the contributor is and how they are finding their PPI activities – do they have any concerns?
- Revisit with the contributor the initial request to ensure that there is clarity on what is being asked.
- If appropriate, provide a deadline for the completed work and explain that if the next deadline is missed, there will be no extensions.
- Explain that for payment to be made, the work needs to be completed to a satisfactory standard or that appropriate time and/or effort has been spent.
- Ask the contributor if they are able to do it and if they need any support to complete it (e.g., give the information verbally rather than in written format).
- If unsatisfactory work is repeated another time or other changes are not made ask the contributor if they would rather not be asked to do this type of activity.

## 18.4 Appendix 4 – Privacy Statement

### Public and Patient Involvement (PPI) Privacy Notice

Oxford Health Biomedical Research Centre (OH-BRC) Patient and Public Involvement and Engagement (PPIE) Group

#### Data protection

In the course of getting involved with PPI at NDORMS, Medical Sciences Division, University of Oxford, 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 and associated data protection legislation.

This privacy notice describes how we collect and use personal information about you during and after your relationship with us, in accordance with the applicable data protection legislation (the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR)) and the University's [Data Protection Policy](#).

This notice applies to members of the public who take part in PPI activities. We may also supply you with a project specific privacy notice. It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

We may update this notice at any time.

#### The kind of information we hold about you

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

There are "special categories" of more sensitive personal data which require a higher level of protection.

We may collect, store, and use the following categories of personal information about you:

Type of data	Why we may collect this data
Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses	<p>To provide you with the information and/or services that you request from us.</p> <p>To contact you in relation to you taking part in public involvement and engagement activities including for the purposes of feedback.</p> <p>To provide you with relevant news by email, phone or post where you have consented to receive this information.</p>

	<p>To administer and fulfil requirements as agreed in any governance documents relating to your involvement in our public involvement and engagement activities and any related terms of reference</p> <p>To ensure the information we hold about you is up to date and accurate.</p> <p>To reimburse you for expenses related to a PPI activity you have been involved in or to pay you for your time.</p>
Gender, age, highest level of education, whether you have caring responsibilities	<p>Equal opportunities monitoring. We may collect this information to ensure that we involve people from as many different backgrounds as possible in shaping and advising on our research.</p>
Bank account details, payroll records, postal address, national insurance number, nationality and tax status information. PPI compensation history	<p>We may collect this information to reimburse you for expenses related to a PPI activity you have been involved in or to pay you for your time.</p> <p>To ensure we meet any and all legal obligations with regards to the service we provide to you for the duration of your involvement with us.</p> <p>Paying you for your time and reimbursing your expenses, and if you are an employee, deducting tax and National Insurance contributions.</p> <p>To prevent fraud.</p>
The dates you took part in a PPI activity	<p>We may collect this information to reimburse you for expenses related to a PPI activity you have been involved in or to pay you for your time.</p>
Projects you have been involved in	<p>We may collect this information to reimburse you for expenses related to a PPI activity you have been involved in or to pay you for your time.</p>
Photographs and video	<p>We will only collect this type of information with your explicit consent. We will ask your permission before recording meetings or taking photographs.</p>
<p><b>We may also collect, store and use the following "special categories" of more sensitive personal information:</b></p>	
Information about your race or ethnicity, religious beliefs and sexual orientation	<p>Equal opportunities monitoring. We may collect this information to ensure that we involve people from as many different backgrounds as possible in shaping and advising on our research.</p>
Information about your health, including any medical condition	<p>We may collect this information to ensure that we involve people from as many different backgrounds as possible in shaping and advising on our research.</p> <p>We may have PPI activities that are focused on a particular medical condition and therefore we will try to 'match' individuals to the particular project.</p>

## How is your personal information collected?

We collect most of the personal information about you, through you directly.

## How we will use information about you and the legal basis for processing your data under the GDPR

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where you have consented to the processing
- Where the processing is necessary for you to perform a task in the public interest or for official functions, and the task or function has a clear basis in law.
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal information

## Situations in which we will use your personal information

We need all the categories of information in the list above primarily to contact you with regard to the public involvement and engagement activities, to remunerate you for your time and reimburse you for your expenses and to enable us to comply with legal obligations. In some cases we may use your personal information to pursue legitimate interests of our own or those of third parties, provided your interests and fundamental rights do not override those interests. We have indicated below the purpose or purposes for which we are processing or will process your personal information, as well as indicating which categories of data are involved.

## Change of purpose

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

## Data sharing

We may have to share your data with third parties, including third-party service providers. These third parties 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.

We may transfer your personal information outside the EU.

If we do, you can expect a similar degree of protection in respect of your personal information.

### Data security

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

### Data retention:- How long will you use my information for?

We will only retain your personal information for as long as you are happy to be contacted about PPI activities, including for the purposes of satisfying any legal, accounting, or reporting requirements. Details of retention periods for different records the University holds are available in our retention policy which is available on this website: <https://compliance.admin.ox.ac.uk/retention-schedules#collapse1098991>

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

We will only store your data for as long as you are subscribed to the OPEN ARMS mail list or are involved in a PPI activity. Specific PPI activities will have different retention periods but this information will be provided to you when you register your interest for the project.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you.

### Rights of access, correction, erasure, and restriction

#### Your duty to inform us of changes

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your relationship with us.

#### Your rights in connection with personal information

Under UK GDPR, you have individual rights in relation to the data that we hold about you. You can learn more about this here: <https://compliance.admin.ox.ac.uk/individual-rights>

#### Right to withdraw consent

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the PPI lead for your activity. Once we have received notification that you have withdrawn your consent, we will no

longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

#### Data Protection Officer

We have appointed a Data Protection Office to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the Data Protection Officer at: [data.protection@admin.ox.ac.uk](mailto:data.protection@admin.ox.ac.uk)

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

#### Changes to this privacy notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

The privacy document was last updated on Thursday 20<sup>th</sup> July 2023.

#### Further Information

For more information about how we collect and use your data and how you can get involved in PPIEP for the NeurOX YPAG/Flourishing and Wellbeing Theme please contact:

- Prof Ilina Singh – Theme Lead: [ilina.singh@psych.ox.ac.uk](mailto:ilina.singh@psych.ox.ac.uk)
- Dr Katrin Wilhem – PPIEP lead: [katrin.wilhem@psyc.ox.ac.uk](mailto:katrin.wilhem@psyc.ox.ac.uk)



