**University of Manchester: Privacy Notice – Patient / Volunteer Recruitment for MBChB OSCE Examinations**

1. **Introduction**

This Notice is applicable to all individuals who agree to volunteer in the Manchester MBChB OSCE Examinations.

1. **What is personal data (also known as personal information)?**

Personal information means any information which relates to or identifies you as an individual and includes opinions about you or information which may not explicitly identify you (e.g. where your name has been removed) but which nevertheless does identify you if it is combined with other information that is readily available.

1. **How does this notice relate to other information about data protection?**

This notice relates specifically to patient or other volunteers for MBChB OSCE examinations. If an individual volunteer is also a student, employee, alumni or otherwise or has another relationship with the University details of this processing of personal data will be available from the relevant privacy notice available at <https://www.manchester.ac.uk/discover/privacy-information/data-protection/privacy-notices/>

1. **Who will process my personal information?**

This notice explains how the University of Manchester will hold and process your personal information. Your information will be held securely at the Hospital Site that you are volunteering at to participate in the OSCE Examinations.

1. **What personal information will you process?**

The University needs to collect, maintain and use personal data relating to or about you. This includes:

Name, Date of Birth, Allergy Status, Dietary Requirements, Telephone Number

1. **What is the purpose of the processing under data protection law? [legal basis]**

We will only use your personal information when the law allows us to do so by providing us with a legal basis. In the case of those volunteering to participate in the OSCE examinations, we will process your personal information on the basis of your consent.

1. **Can you provide examples of processing?**

The University will process the personal information you provide to contact you to arrange participation and record dates of your participation.

1. **What constitutes “Special Category Data”?**

The University will also process some information about you that is considered more sensitive and this is referred to as ‘special category’ personal data in the General Data Protection Regulation and Data Protection Act 2018. When we process this type of information we are required to apply additional protections. Special category personal data is defined as racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health or sex life and sexual orientation, genetic data and biometric data which is processed to uniquely identify a person. In the UK this also includes any personal information relating to criminal convictions.

1. **How will you process my Special Category personal information?**

We will only process special category personal information in certain situations in accordance with the law. For example, we can do so if we have your explicit consent and, in some circumstances, we may approach you for your written consent to allow us to process certain particularly sensitive data. If we do, we will provide you with full details for the information that we would like and the reason we need it, so that you can carefully consider whether you wish to consent, which you can withdraw at any time.

1. **Who will my personal information be shared with?**

Your information will only be shared between administrative and academic members of the assessment office at the Hospital Site you have signed up to.

1. **What are my rights in connection with my personal information?**

Under certain circumstances, by law you have the right to:

11.1. Request access to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it

11.2. Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected

11.3. Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing

11.4. Object to processing of your personal information where we are relying on a legitimate interest (or those 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 personal information for direct marketing purposes

11.5. Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it

11.6. Request the transfer of your personal information to another party

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

If you would like to exercise any of these rights, you should contact the University Data Protection Officer by email: dataprotection@manchester.ac.uk. Alternatively you can write to The Information Governance Office, University of Manchester, Christie Building, Oxford Road, Manchester M13 9PL. Further information about your rights is available from the University’s [data protection web pages](https://www.manchester.ac.uk/discover/privacy-information/data-protection/).

1. **How long is my information kept?**

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for. In the case of your participation in the OSCE examinations, we will keep your data until you request to be removed from our list of participants or after 3 years of non-participation.

1. **Who can I contact if I have any queries?**

If you have any questions about how your personal information is used by the University as a whole, or wish to exercise any of your rights, please consult the University’s data protection webpages at [insert link]. If you need further assistance, please contact the University’s Data Protection Officer (dataprotection@manchester.ac.uk)”

1. **How do I complain?**

if you are not happy with the way your information is being handled, or with the response received from us, you have the right to lodge a complaint with the Information Commissioner’s Office at Wycliffe House, Water Lane, Wilmslow, SK9 5AF (<https://ico.org.uk>).

1. **Are changes made to this 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. [Insert date of notice