



The University of Manchester

Privacy Notice – Health Research from Home, University of Manchester

September 2024

1. Introduction

This Privacy Notice outlines the categories of information we collect for the purpose of communicating with, and running events for, the Health Research from Home (HRfH) community.

The Health Research from Home programme is funded by the Medical Research Council. It is led by the University of Manchester in collaboration with Imperial College London, King's College London, the Universities of Oxford and Cambridge, Manchester University NHS Foundation Trust and Health Data Research UK. Our partner organisations include Google, Verily Life Sciences and GlaxoSmithKline Pharmaceuticals. No personal data is shared with partner organisations.

The Health Research from Home programme aims to revolutionise the way smartphone and wearables health research is conducted. Through a series of events, opportunities to talk to the HRfH team via advice clinics, and the sharing of resources and best practice the programme will bring together a community of interested parties from health research, industry and the public.

2. 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.

3. Who will process my personal information?

This notice explains how the Health Research from Home programme team, and the University of Manchester will hold and process your personal information.

4. What personal information will be processed and how?

The HRfH programme team needs to collect, maintain and use personal data relating to or about you for the following purposes:

- i. If you sign-up to attend the **HRfH Annual Conference**, we will capture via University approved platforms your:

- Name
- Email address
- Sector you work in
- Place of work
- Job role
- Payment information
- Dietary requirements
- Additional requirements

For those applying for bursary tickets for the event, we will in addition ask for your:

- Country of residence
- Reason for applying for a bursary ticket, which may include information about your skills and experience.

- ii. If you sign-up to attend either the **Annual Data Analysis Challenge event**, or a **Grant Writing Retreat** we will capture via University approved platforms your:

- Name
- Email
- Sector you work in
- Place of work
- Role
- Experience
- Dietary requirement
- Additional Requirements

- iii. If you sign-up to a **HRfH Webinar**, we will capture via UoM's instance of Zoom your:

- Name
- Email address

We will send you from zoom a confirmation and reminder emails, as well as a follow-up email with useful information. When you sign-up to Zoom for a HRfH webinar you will be able to access a link to Zoom's Privacy Notice as well as the HRfH Privacy Notice.

- iv. If you sign-up to attend an **Advice Clinic**, we will capture via University approved platforms your:

- Name
- Email
- Role
- Place of Work
- Information related to the topic you are seeking advice on

- v. If you sign-up to the **HRfH Mailing List**, we will capture via University approved platforms your

- Name
- Email address

Data analytics

If you visit the HRfH website and GitHub repository we will capture via the:

- i. Webpage [google analytics]
- Number of visitors

- ⌘ Pages visited
- ⌘ The country the IP address originates
- ⌘ Time spent on the site
- ii. GitHub repository [GitHub analytics]
 - ⌘ Number of visitors
 - ⌘ Pages visited
 - ⌘ Number of users who cloned or forked the HRfH repository
 - ⌘ Number of discussions and issues created by users

5. What is the purpose of the processing under data protection law?

We will only use your personal information when the law allows us to do so by providing us with a legal basis or valid condition. The legal reason for collecting and holding your personal data is public task (Article 6 1(e) of the UK GDPR).

6. Special Category Data

We will not process special category personal data about you for the purpose of conducting the activities listed above in section 4, with **one exception**. That is, the information you may provide when attending an event about whether you have additional requirements related to, for example, a disability.

7. How we process your Special Category personal information?

We will only process special category personal information in certain situations as identified in section 6, in accordance with the law. On this occasion we are relying on processing necessary for archiving and research purposes in the public interest Article 9 2(j) UK GDPR.

8. Processing, data access and sharing

All events and activities require you to self-enrol, we do not process data about you for events and activities you have not signed-up to.

We will process your personal data on platforms approved by the University of Manchester. Access to your data will be limited to those that need access in order to administer the platform, the event and or conduct the activity. The HRfH programme team will not share the data you provide to them without your explicit consent.

If you sign-up to the face-to face events including the annual event requiring payment, the information you provide will be processed on University approved third-party platforms for which the University have agreements in place. These third-party platforms include Online Store, Micro-soft bookings and SharePoint (Office 365) and Spotler.

If you sign-up to join a webinar, your name and email will be processed on UoM's instance of Zoom. Zoom is a cloud base service which may process your data outside of the EEA. Please see Zoom's Privacy Notice, <https://explore.zoom.us/en/privacy/> for details on how it protects your personal information.

9. What are my rights in connection with my personal information?

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

9.1 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.

9.2 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.

9.3 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.

9.4 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.

9.5 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.

9.6 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.

10. How long is my information kept for?

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for. At the end of the programme, we will ask whether you would like to join the community mailing list. If you sign up to the community mailing list, an unsubscribe option will be provided in all email correspondence.

11. 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 <https://www.manchester.ac.uk/about/privacy-information/data-protection/>. If

you need further assistance, please contact the University's Data Protection Officer (dataprotection@manchester.ac.uk).

12. 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>).

13. 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. [August 2024]