

## **PRIVACY NOTICE: ACCORD COMMUNICATIONS LIST**

The Academic and Clinical Central Office for Research and Development (ACCORD) is a partnership between the University of Edinburgh and NHS Lothian Health Board. We use personal data in order to support our service delivery.

### **What personal data do we hold?**

We use and manage your contact details to provide e-mail updates on UK clinical research regulations/guidance and our local policies and procedures that relate to research studies sponsored by the University of Edinburgh and/or NHS Lothian and hosted in NHS Lothian. We may also contact you to deliver advice and keep you up to date on matters relating to clinical research news and opportunities.

We hold your contact details e.g. name, organisation, email address in a mailing list and use a mailing system to send communications.

We obtain the data from your application for sponsorship of your research study, via your subscription to the ACCORD website or because you have attended a training event/webinar run by ACCORD personnel.

As data controllers, we are required to have a legal basis when using personal information. We consider that performance of our tasks and functions as Sponsors and/or a host of clinical research are in the public interest. Therefore, when using personal information to update active researchers on regulations, policies and procedures, our legal basis is that its use is necessary for the performance of a task carried out in the public interest and necessary for scientific research. In some situations, when contacting you about clinical research news and opportunities, we rely on a different legal basis; the processing is necessary for your 'legitimate interests'.

### **What do we use your data for?**

1. We hold the information because you are involved in an active research study sponsored by the University of Edinburgh and/or NHS Lothian and/or hosted in NHS Lothian, and it is necessary for us to provide you with regulatory updates and guidance to ensure compliance with our policies and procedures and/or UK regulatory requirements.
2. We hold your name and e-mail address in a mailing list to send alerts of clinical research news and opportunities and news posted to our website.

We do not use the information for any other purpose and will not share your contact details.

We do not use profiling or automated decision-making processes in relation to you.

We take care to ensure your personal information is only accessible to authorised people. Our staff have a legal and contractual duty to keep personal information secure, and confidential. The following security measures are in place to protect personal information:

- All staff undertake training in Data Protection and Information Security.

- Compliance with NHS Lothian Information Security Policy and University of Edinburgh Information Security Policy, as appropriate.
- ACCORD policy for Data Protection and Confidentiality.
- Access controls and/or audits of electronic systems, where applicable.

**How long do we hold your personal data?**

1. If you are actively involved in research taking place in Lothian, it is important that you receive our regulatory updates. We will hold your data for as long as you are involved in the active research study (or studies). If you are no longer involved in an active research study sponsored by the University of Edinburgh and/or NHS Lothian, or hosted in NHS Lothian, you can unsubscribe by emailing [QA@accord.scot](mailto:QA@accord.scot).
2. We will hold the personal data you provided for as long as you remain opted in to receive our clinical research news and opportunities. You can opt out of the mailing list at any time, if you are not actively involved in research in Lothian. You can unsubscribe by emailing [loth.accordcomms@nhs.scot](mailto:loth.accordcomms@nhs.scot).