

UK Dermatology Clinical Trials Network

Privacy Policy

Scope:

The UK DCTN co-ordinating centre is based at the Centre of Evidence Based Dermatology, University of Nottingham. This means that the University of Nottingham is the data controller for your personal data and is subject to the Data Protection Act 1998 (DPA), the General Data Protection Regulation (GDPR) and the Privacy and Electronic Communications Regulations (PECR). This policy describes how the UK DCTN receives and uses your personal data – name, email, address, place of work and job role.

Policy:

1. How we collect your information

Directly from yourselves - from the information you provide us when you interact with us, either by email, post, telephone, social media or in person. By registering as a member via our online membership form, taking part in a Network activity, joining a mailing list, responding to a questionnaire or registering for a course we organise.

2. Types of personal data we collect

We collect the following types of data (not all data will be collected for everyone):

- Name, gender preference
- Contact details including postal address, email, telephone and employment information, where relevant including name of business and job title
- Event attendance
- Access requirements (only if notified directly)
- Dietary requirements (only if notified directly) including allergies

3. How secure is your personal information?

The UK DCTN is committed to safeguarding your personal data. All members records are held within a dedicated and secure database system hosted on a secure network with access limited on a need-to-know basis. A range of administrative, technical and physical security controls are used to ensure a robust approach to protecting data held on University of Nottingham IT systems.

4. How we use your data

The UK DCTN processes personal data where you have given us your consent or where it is necessary in order for the UK DCTN to seek support to further its objectives in the development of clinical trials and training provision.

We will process special categories of data where you have given us explicit consent, unless reliance on consent is prohibited by EU or Member State law, or where processing relates to personal data manifestly made public by you.

We may use your data in the following ways:

- To keep you informed about the UK DCTN

- To provide you with information about studies, training and events that we think may be of interest to you.
- Conduct surveys and other research to help the development of UK DCTN supported trials.

5. Marketing and consent

The UK DCTN will only send you emails or contact you where you have expressly agreed to this (eg as joining as a member of the UK DCTN you agree to us sending information to you). We may tailor the content, the amount of information we send and the channels we use. You will receive communications on the type of activities listed above via email, or in some instances post.

You can amend or withdraw your consent for us to process your information at any time by contacting ukdctn@nottingham.ac.uk. You may also request that your record be erased. Please read the section on “Data retention” below.

6. Data retention

The UK DCTN strives to maintain a constructive relationship with members and will therefore keep hold of your details until you tell us you no longer wish to hear from us.

Should you request your data be erased, we will safely dispose of all information.

7. Your rights and choices

You have the right to:

- Request a copy of the information we hold about you via a Subject Access Request
- Update or amend the information we hold about you if it's incorrect. You can do this by contacting ukdctn@nottingham.ac.uk

8. Policy changes

If there are any significant changes to this policy or the way we manage personal data and it is practical to do so, we will notify all UK DCTN members and collaborators.

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