

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 to support our service delivery.

What do we use your personal data?

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.

What is our legal basis?

As data controllers, we are required to have a legal basis when using personal information. Our legal basis depends on the type of communication:

- For essential regulatory updates relating to active research studies, our legal basis is that processing is necessary for the performance of a task carried out in the public interest.
- For communication about clinical research news, events and opportunities, our legal basis is consent (or where applicable, our legitimate interests in promoting research activity). You can unsubscribe at any time to these communications.

How is your data used?

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 or share your contact details with third parties for marketing or any other purposes.
We do not use profiling or automated decision-making processes in relation to you.

How do we protect your data?

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:

- Only authorised staff have access to your data
- Staff are trained in Data Protection and Information Security.
- We follow NHS Lothian and University of Edinburgh Information Security Policies, as appropriate
- We follow the ACCORD Data Protection and Confidentiality policy
- We apply access controls, risk assessment and electronic system audits, where appropriate

How long do we keep your 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.
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.

Who can you contact?

If you have any questions or concerns about how your personal data is used, you can contact our Data Protection Officers:

University of Edinburgh

Data Protection Officer
Governance and Strategic Planning
University of Edinburgh
Old College
Edinburgh
EH8 9YL
Tel: 0131 651 4144

Email: dpo@ed.ac.uk

NHS Lothian

Data Protection Officer
IT Governance
Woodlands House
74 Canaan Lane
Edinburgh
EH9 2TB
Tel: 0131 465 5444

Email: loth.dpo@nhs.scot

If you are not satisfied with our response or believe we are processing your personal data in a way that is not lawful you have the right to lodge a complaint with the [Information Commissioner's Office \(ICO\)](https://www.ico.org.uk): www.ico.org.uk.