

## Hull Health Trials Unit – Privacy Notice

### University of Hull Details:

The University of Hull is a registered data controller with the Information Commissioner's Office. The registered address is:

The University of Hull  
Cottingham Road  
Hull  
HU6 7RX

The University of Hull's Data Protection Officer is Luke Thompson he can be contacted on [l.thompson3@hull.ac.uk](mailto:l.thompson3@hull.ac.uk)

### Enquiry forms privacy notice

The information that you provide will be held in accordance with the Data Protection Act 1998 and from 25 May 2018 the General Data Protection Regulation (GDPR). Your personal data will be collected and processed only for the purpose of allowing the Hull Health Trials Unit, University of Hull (HHTU) to communicate with you regarding your project.

Summary data you provide about your project may be used for the purposes of internal reporting on HHTU activity.

The University will not disclose your personal data to any external third party other than where you have given us permission to do so, unless we are required to do so by law.

The personal data that you provide the University of Hull will be held by the University of Hull in compliance with our Retention Schedule.

Under the General Data Protection Regulation, the University must establish a legal basis for processing your personal data and communicate this to you. The legal basis for processing your personal data is:

*Consent: the individual has given clear consent for you to process their personal data for a specific purpose.*

## Where your data is stored

Your personal data will be processed and stored by a third-party processor, Formstack.com on behalf of the University of Hull. Formstack uses 256bit SSL encrypting data traffic between your computer and their server. Additionally data on their servers is encrypted at rest. Data will be retained on Formstack's server for one month before being permanently deleted. Further details are available at: <https://www.formstack.com/features/security>

Additionally data you provide will be transmitted to the HHTU via an email to the HHTU enquiries email address at: [HHTUenquiries@hyms.ac.uk](mailto:HHTUenquiries@hyms.ac.uk). Hull York Medical School (HYMS) email is provided by Microsoft under their Office365 license. Data is stored in UK data centres. Microsoft as data processor contractually agree to not use personal data for advertising or data mining purposes. Further details on Microsoft Office 365 data security and GDPR compliance is available here:

<https://www.microsoft.com/en-us/trustcenter/privacy/gdpr>

As part of processing your enquiry HHTU will create an enquiry record. HHTU use Box.com for collaborative cloud file storage. The HHTU Box instance is managed by the HHTU with access limited to HHTU staff. Box act as a data processor only for the purposes of storage of your data. Further details on Box data security and GDPR compliance is available here:

<https://www.box.com/en-gb/security>

## Your right of access to your personal data

You have a right to request a copy of the information that we hold about you. If you would like to request a copy of some or all of your personal data, please contact the University's Information Compliance Department

We want to make sure that your personal data is accurate and up to date. You may ask us to correct or remove information that you think is inaccurate.

## Your other rights as a data subject

The GDPR provides you, as a data subject, with a number of rights in relation to your personal data. You have the right to withdraw your consent where that is the legal basis of our processing, have inaccuracies in the personal data that we hold about you rectified, a right to erasure, to request that the processing of your personal data be restricted, to object to certain processing activities and to complain to the Information Commissioner's Office about the way we process your personal data.

## Changes to our privacy notice

We will keep our privacy notice under regular review and we will place any updates on this web page and inform data subjects of this change

## Who do I contact if I want to know more?

For further information about your right to access information we hold about you, or to make a complaint about the way in which we are handling your personal information please visit our Governance and Information Compliance pages or contact the Governance and Information Compliance Team at [dataprotection@hull.ac.uk](mailto:dataprotection@hull.ac.uk)

If you are not satisfied with our response or wish to raise a complaint with our supervisory body, you may complain to the Information Commissioner's Office.