

Local Privacy Notice

NHS Innovation Accelerator - application

Introduction

The NHS Innovation Accelerator is hosted at UCLPartners. UCL Partners (“we” “us”, or “our”) respects your privacy and is committed to protecting your personal data.

Please read this Privacy Notice carefully – it describes why and how we collect and use personal data and provides information about your rights. It applies to personal data provided to us, both by individuals themselves or by third parties

We keep this Privacy Notice under regular review. It was last updated on 4th September 2018.

About us

UCL Partners is an academic health science partnership that brings together people and organisations to transform the health and wellbeing of the population.

UCL Partners, a company incorporated in England and Wales (06878225), is the entity that determines how and why your personal data is processed. This means that UCL Partners is the ‘controller’ of your personal data for the purposes of data protection law.

Purpose

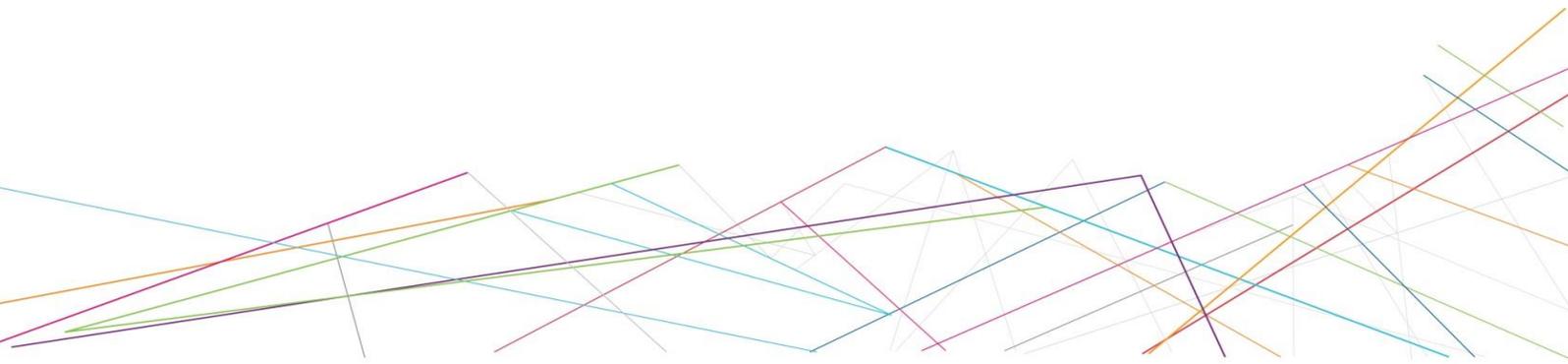
Personal data is collected for the purposes of the NHS Innovation Accelerator application process so that we can contact you as to the outcome of your application.

If you are successful in your application, then the contact details provided will be added to the NIA mailing database, for the purpose of providing you with programme related information and communications.

Personal data that we collect about you

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

In order to process your application, we will collect, use, store and transfer the following fields of personal data:

- Name (and title)
 - Job title
 - Address
 - Telephone number
 - Employing organisation
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- Email address

Criminal records data

We will not process special category or criminal records data as part of your application.

Our lawful basis for processing

Our basis for processing your personal data is 'Legitimate Interests'

How we use your personal data

We will only use your personal data when the law allows us to. We will use the personal data you have provided to process your application for the NHS Innovation Accelerator Programme.

If, as part of your application, you consent to joining the NIA Mail List, then your data will be processed in order for UCLPartners to send you:

- Invitations to workshops and talks about improvement topics
- Notification of and requests to circulate information on programmes
- Any information available for support from the NIA Programme

Who we share your personal data with

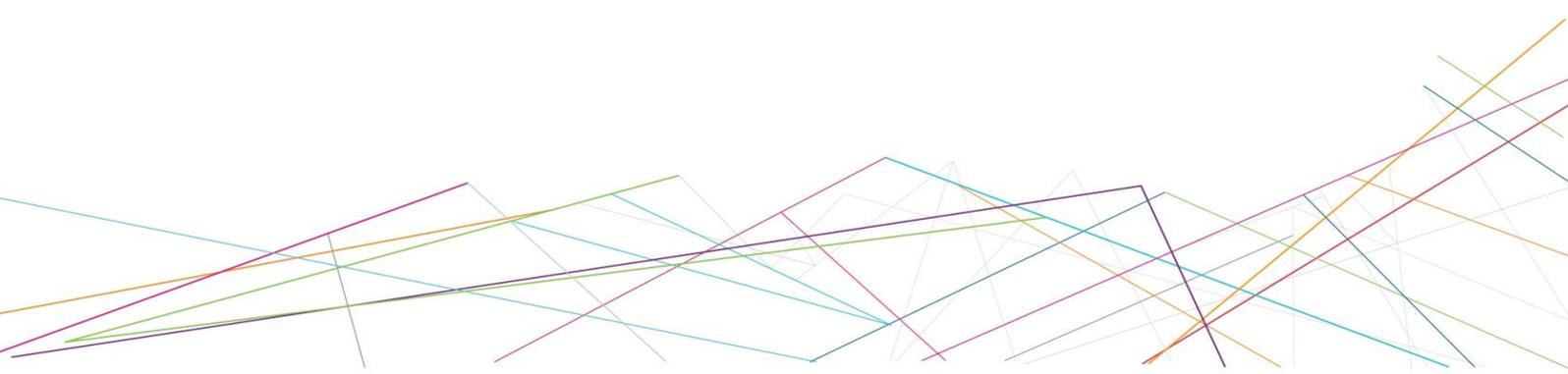
Your personal data will be collected and processed primarily by our staff. We may have to share your personal data with the parties set out below for the purposes outlined in section 3

- **NHS England** – their privacy notice can be found here <https://www.england.nhs.uk/contact-us/privacy-notice/>
- **Academic Health Science Networks** - their privacy notice can be found here <http://www.ahsnnetwork.com/privacy/>
- **Fluid review – the 3rd party software used to collate and review your application – their Privacy Notice can be found [here](#)**

We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow our third-party service providers to use your personal data for their own purposes – we only permit them to process your personal data for specified purposes and in accordance with our instructions.

International transfers

Fluid Review is used as the application platform for applications, and therefore your data will be shared with Fluid Review in order to store applications. Fluid Review servers are based in Canada, and Fluid Review operates under 'Privacy Shield framework'. Therefore, please note that your data *will* be transferred outside of the EU/EEA. Fluid Review will process your personal data according to their [Privacy Policy](#).



Data security

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. We have established procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

Data retention

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

If you are successful, your data is transferred to a restricted access folder at UCLPartners. We will keep your personal data whilst we are assisting you and for a period of **1 year** after the date on which your participation in the NHS Innovation Accelerator has completed – either as an active “Fellow” or as an “Alum”. The files are then destroyed.

If your application is unsuccessful then your data will be retained for a period of 6 months, after which it will be deleted from UCLP and Fluid Review servers, however, it will be held in Fluid Review backups for a maximum period of 12 months following deletion

Your rights

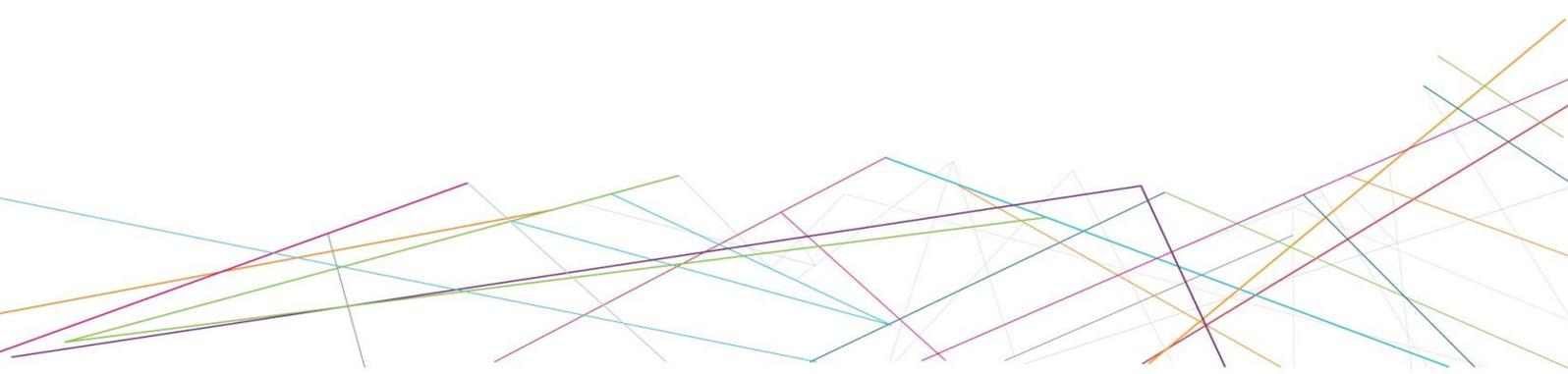
Under certain circumstances, you may have the following rights under data protection laws in relation to your personal data:

- Right to request access to your personal data;
- Right to request correction of your personal data;
- Right to request erasure of your personal data;
- Right to object to processing of your personal data;
- Right to request restriction of the processing your personal data;
- Right to request the transfer of your personal data; and
- Right to withdraw consent.

If you wish to exercise any of these rights, please contact us using the details set out below.

Contacting us

You can contact UCL Partners by telephoning +020 7679 6633 or by writing to: UCLPartners
3rd Floor, 170 Tottenham Court Road, London, W1T 7HA.



Please note that UCL Partners has appointed a Data Protection Officer, Rebecca Graham. If you have any questions about this Privacy Notice, including any requests to exercise your legal rights, please contact our Data Protection Officer using the details set out below:

Rebecca Graham, human.resources@uclpartners.com

Complaints

If you wish to complain about our use of personal data, please send an email with the details of your complaint to human.resources@uclpartners.com so that we can look into the issue and respond to you.

You also have the right to lodge a complaint with the Information Commissioner's Office (**ICO**) (the UK data protection regulator). For further information on your rights and how to complain to the ICO, please refer to the ICO website at <https://ico.org.uk>.

