



**QUEEN'S
UNIVERSITY
BELFAST**

Queen's University Belfast
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Belfast
Northern Ireland
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SCHOOL OF MEDICINE, DENTISTRY & BIOMEDICAL SCIENCES PRIVACY NOTICE

Student Engagement events and activities for Clinical Academic Medicine funded by the Academy of Medical Sciences INSPIRE Small Grants Round 6

Queen's University Belfast ("we", "us" and "our") is committed to protecting your personal data. The notice is addressed to Medical/Dental students from Queen's University Belfast (QUB) and University of Ulster (UU) who engage in Student Engagement events and activities for Clinical Academic Medicine funded by the Academy of Medical Sciences INSPIRE Small Grants Round 6. We refer to all these individuals as "you" and "your". This Privacy Notice tells you why we need to collect personal information about you, what we will do with it, and how we will look after it. It also tells you about your legal rights in relation to your Personal Data. If you have any questions about this privacy notice, please contact us. Contact details are provided below.

QUB Students should also refer to the **University's Student Privacy Notice** available at <https://www.qub.ac.uk/privacynotice/Students/SchoolsPrivacyNotices/StudentPrivacyNotice.html> in relation to how we collect and use your personal data as a student.

WHO WE ARE

We are Queen's University Belfast, a university with a reputation for excellence in education and research and a member of the Russell Group. Founded in 1845 as Queen's College Belfast, we became an independent university in 1908. The Postgraduate and Professional Development Office is located within the School of Medicine, Dentistry & Biomedical Sciences (SMDBS), Whitla Medical Building, 97 Lisburn Road, Belfast, BT9 7BL.

The Queen's University of Belfast (The Lead) and University of Ulster (Collaborator) have been awarded funds from the Academy of Medical Sciences INSPIRE Scheme, supported by the Wellcome Trust (the "Funder") to host student engagement events and activities for Clinical Academic Medicine.

HOW YOUR PERSONAL DATA IS COLLECTED

- 1. Information you provide:** When registering for events and activities funded by this award we will ask for information about you, such as your name, student number, university of study and contact details. This is known as your "Personal Data". We may also ask you for some special categories of information (for example health information associated with dietary requirements or Disability). This is known as your "Sensitive Personal Data".
- 2. Data from other sources:** We also collect information about you from other sources and this also forms part of "Personal Data" or "Sensitive Data". This includes:
 - The School of Medicine, Dentistry and Biomedical Sciences, QUB will request demographic information of QUB Student attendees for equality, diversity and

inclusion purposes from the University for reporting purposes to the Funder. This is known as your “Sensitive Personal Data”.

- The Lead will request from UU, data on the demographic information of UU student attendees for equality, diversity and inclusion purposes for reporting purposes to the Funder. This is known as your “Sensitive Personal Data”.

HOW WE USE YOUR PERSONAL DATA

3. We use your Personal Data and Sensitive Personal Data in the following ways:
 - Used to support attendance and involvement with student engagement events and activities for Clinical Academic Medicine.
 - For the purposes of compliance with the Award during the project, QUB as lead is required to report on demographic information of attendees for equality, diversity and inclusion purposes. Data will be shared between the Lead, the Collaborator and the Funders for this purpose.
 - We may record and monitor engagement academic activities and achievements of students. These will be used in aggregate summaries for statistical purposes. These may also be used for purposes of compliance with the Award.
 - We may also contact you to provide you with further information on other student engagement events for Clinical Academic Medicine and/or other Clinical Academic Training activities.

LEGAL BASIS FOR COLLECTING AND USING YOUR PERSONAL DATA AND

4. We will only use your Personal Data and Sensitive Data if we have valid reasons for doing so. These reasons are known as our “legal basis for processing”. In certain circumstances we may ask for your consent to process your information. At other times we may be required to process your information to enable us to fulfil our part of the contract we have with you. There are circumstances where we have a legitimate interest to process your personal data, for example to provide you with a service which you have requested. The legal bases for processing your Personal Data are,
 - Contractual and compliance obligations, owing to award of funding;
 - Legitimate interests of the data controller, where we are required to process data for business related tasks;
 - Through the use of consent, where appropriate;
 - Legal obligations, where we are required to process it under law;
 - To protect your vital interest, where there is a threat to life.
 - Contractual obligations, owing to the Staff/student contract (QUB)

WHO WE SHARE YOUR DATA WITH

5. In line with our Data Protection Policy and Procedures we can share your information, including Personal Data and Sensitive Personal Data, with the following parties for the purposes set out above for the reasons outlined in section 3:
 - The Academy of Medical Sciences (The Funder)
 - Queen’s University Belfast (The Lead)
 - University of Ulster (The Collaborator)

DATA PROCESSING OUTSIDE EUROPE

6. We will not transfer your Personal Data and Sensitive Personal Data outside of the European Economic Area.

HOW LONG YOUR INFORMATION WILL BE KEPT

7. We will keep your personal data only as long as is necessary for the purpose(s) for which it was collected, and in accordance with the University's Records Management Policy. We will only keep your information if we need it for one of the reasons described above. We place great importance on the security of the Personal Data that we hold, including the use of physical, technological and organisational measures to ensure your information is protected from unauthorised access and against unlawful processing, accidental loss, alteration, disclosure, destruction and damage.

YOUR RIGHTS

8. The Data Protection Act 2018 provides you with a number of legal rights in relation to your Personal Data, including the right:
 - to request access to your Personal Data;
 - to request correction of your Personal Data that is wrong or incomplete;
 - to request erasure or the restriction of processing of your Personal Data;
 - to request the transfer of your Personal Data in a structured; commonly used machine-readable format;
 - not to be subject to automated decision making; and
 - to withdraw your consent.
9. If you wish to exercise any of the rights set out above, or require further information about any of the rights, please contact us.
10. Where we need to collect your Personal Data, whether for the purposes of providing a service you have requested or under the terms of a contract we have with you, and you fail to provide that information when requested, we may not be able to provide the service or perform the contract. We may, therefore, have to cancel the contract or the service we provide to you but we will notify you if this is the case at the time.
11. There may also be times where we cannot stop using your Personal Data when you ask us to, but we will tell you about this if you make a request.

CONTACTING US

12. If you have any questions or comments about this privacy notice, the University's Data Protection Officer can be contacted at:

Data Protection Officer
Registrar's Office
Lanyon South
Queen's University Belfast
University Road
BT7 1NN
info.compliance@qub.ac.uk

COMPLAINTS

13. You have the right to complain about how we treat your Personal Data and Sensitive Personal Data to the Information Commissioner's Office (ICO). The ICO can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

CHANGES TO THIS NOTICE

14. We may update this Privacy Notice from time to time. We will notify you of the changes where we are required by law to do so.