

Privacy Statement

Information about you: how we use it and with whom we share it

The information you provide will be used by the University for the administration requirements of courses/events run/hosted/facilitated by Edinburgh Clinical Research Facility (CRF) that you have requested to attend/agreed to participate/speak/facilitate. Personal data is also used to market and promote courses/events/services which are associated with Edinburgh Clinical Research Facility.

When visiting our website (www.crts.org.uk) we will collect information about your IP address, operating system and browser type where this is available. This information is logged automatically by the web server. This can help us improve the service we deliver. In addition, the IP address is used to improve the security of your interaction with the website.

On occasion the university may work with external organisations to deliver courses/events. This includes but is not limited to external speakers, event leads, venues and caterers.

We are using information about you as your data is necessary for course/event administration, a core function and in the legitimate interest of Edinburgh Clinical Research Facility. This includes providing users with information on related upcoming courses associated with Edinburgh CRF. We'll keep you on the mailing list for as long as we are running courses that may be relevant for you or until you unsubscribe. For individuals who have not accessed our courses, consent will be the legal basis for storing and processing your data for marketing purposes - this consent can be withdrawn at any time.

Information about you may be shared with appropriate government, professional and academic regulatory bodies to conform to regulation and accreditation requirements. Relevant information may be shared with external organisations, when their services are required to deliver courses/events. This may include external event organisers who are utilising Edinburgh CRF for Event Management purposes, external speakers/facilitators, printing services, venues, caterers and other services that are essential to course/event delivery, where appropriate.

We will hold the personal data you provided us for 7 years to conform to regulatory (in the case of Good Clinical Practice), CPD accreditation and financial reporting requirements. Data held for marketing purposes only will be held for as long as we are running courses that may be of interest to you or until you opt-out by unsubscribing.

If you have any questions, please contact:

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This Privacy Statement is continued at:

<http://edin.ac/privacy>

Data controller and contact details

For data collected under this privacy notice, the University of Edinburgh (the “University”) is the Data Controller (as that term is defined in the EU General Data Protection Regulation (Regulation (EU) 2016/679), registered with the Information Commissioner’s Office, Registration Number Z6426984. You can contact our Data Protection Officer at dpo@ed.ac.uk. Our data protection policy is on our website at <http://www.ed.ac.uk/records-management/data-protection/data-protection-policy>

Data sharing

In addition to the primary purposes, we are also legally obliged to share certain data with other public bodies such as HMRC and will do so where the law requires this; we will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and proportionate.

Transfers outside the EEA

The University will only transfer data to countries outside the EEA when satisfied that both the party which handles the data and the country it is processing it in provide adequate safeguards for personal privacy. Details of such transfers and safeguards are on our website.

Your rights

You have the right to request access to, copies of and rectification or (in some cases) erasure of personal data held by the University and can request that we restrict processing or object to processing as well as (in some cases) the right to data portability (i.e. the right to ask us to put your data into a format that it can be transferred easily to a different organisation). If you wish to make use of one of these rights, please email education@edinburghcrf.ed.ac.uk.

If we have asked for your consent in order to process your personal data you can withdraw this consent in whole or part at any time. To withdraw consent, please email education@edinburghcrf.ed.ac.uk, who will explain the consequences of doing so in any particular case and initiate proceedings for withdrawing consent.

Complaints

If you are unhappy with the way we have processed your personal data you have the right to complain to the Information Commissioner’s Office at casework@ico.org.uk but we ask that you raise the issue with our Data Protection Officer first.

Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.