

Gastrostomy tube – Is it for me? Privacy Policy

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Our contact details

Name: DiAMoND Study team

Phone Number: 023 8059 7939

E-mail: diamond@soton.ac.uk

The type of personal information we collect

When you register to use *Gastrostomy tube – Is it for me?* we collect and process the following information:

- Your email address
- Any text you enter into the free text box

How we get the personal information and why we have it

The personal information we process is provided to us directly by you for one of the following reasons:

- Registration to use *Gastrostomy tube – Is it for me?*
- When you record any notes you wish to make in the free text box

We use the information that you give us in order to allow you to log in to *Gastrostomy tube – Is it for me*, and so that you can revisit your notes in the future if you wish.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

Your consent. You are able to remove your consent at any time. You can do this by contacting diamond@soton.ac.uk

How we store your personal information

Your information is securely stored on a dedicated server.

We keep your email address for up to 5 years, after which time it will be physically deleted from the secure server.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at diamond@soton.ac.uk if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at dataprotection@soton.ac.uk.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>