

# United Kingdom Global Cancer Network

## **Privacy Policy** (February 2021)

The United Kingdom Global Cancer Network (UKGCN) respects your right to privacy. This Privacy Policy sets out details of the information that we may collect from you and how we may use that information; this forms part of our responsibilities in terms of the General Data Processing Regulations 2018 (GDPR). Please read this document carefully.

### **1. About Us**

- 1.1. In this Privacy Policy, references to 'United Kingdom Global Cancer Network', 'UKGCN' refer to UK Global Cancer Network.
- 1.2. In this Privacy Policy, references to 'the School of Oncology', 'SoO' are to The Christie NHS Foundation Trust, whose registered office is at The Christie Hospital, Wilmslow Road, Manchester, M20 4BX.
- 1.3. The Christie NHS Foundation Trust will be the controller of any personal data processed as described in this Privacy Policy.

### **2. Context**

- 2.1. This Privacy Policy is a general statement on how the UKGCN uses your personal data, and your rights as a data subject.

### **3. How do we obtain your personal data?**

- 3.1 The UKGCN obtains data from a number of sources. These may include:
  - personal data from third party companies with whom UKGCN is sharing services;
  - personal data from registrants to the UKGCN website.

### **4. What personal information do we process?**

- 4.1 The School of Oncology (SoO) may collect, maintain and use personal data relating to or about you. This may include:
  - personal contact details such as name, job title, employer details, telephone numbers, and work and/or personal email addresses
  - information from surveys

### **5. Who will my personal information be shared with?**

- 5.1 Your personal information is shared with relevant UKGCN and SoO staff as required.
- 5.2 Other than as set out above, we will not normally publish or disclose any personal information about you to other external enquirers or organisations unless you have requested it or consented to it, or unless it is in your vital interests to do so (e.g. in an emergency situation)

### **6. Collection of Information**

- 6.1 When your data is processed within the SoO we collect, store and use your personal information in line with this policy.
- 6.2 We will aim to ensure that the data we collect from you is necessary for the stated purpose.

## **7. Storage of Information**

- 7.1 All information directly collected within the SoO will be held on secure servers, based in the UK, or with other states with whom the UK government has arrangements.
- 7.2 For some third party services, servers may be held outside the EU. This includes organisations such as SurveyMonkey and EventBrite where data is held in the United States.
- 7.3 We will aim to ensure that third parties comply with data protection requirements, including registration with Privacy Shield in the US. However, it is essential that you read the privacy statements of third party organisations.

## **8. Legal basis for processing your information**

- 8.1 Our legal basis for collecting and using the personal information described above will depend on the information concerned and the specific context in which we collect it.
- 8.2 We will normally collect personal information from you under Article 6 of the GDPR as follows: (i) where we have your consent to do so
- 8.3 The School of Oncology may also include third party systems that process data as part of delivering a service. Examples of such organisations include, but are not restricted to: and SurveyMonkey. You should consult those other parties' privacy policies as appropriate and applicable.

## **9. Disclosure of Your Information**

- 9.1 We may disclose your personal information to third parties when required/permitted by legislation as outlined above.

## **10. Data Retention**

- 10.1 We retain personal information we collect from you where we have an ongoing legitimate need to do so (for example, to provide you with a service you have requested, to comply with contractual requirements or to comply with accreditation by external bodies).
- 10.2 When we have no ongoing legitimate need to process your personal information, we will either delete or anonymise it or, if this is not possible (for example, because your personal information has been stored in backup archives), then we will securely store your personal information and isolate it from any further processing until deletion is possible.

## **11. Your rights**

- 11.1 You have the following rights under the GDPR, these include:

- Right to be informed: You have the right to be informed about the collection and use of your personal data.
- Right of access: You have the right to request a copy of any personal data that the SoO collects, and how this data is used, retained and shared. There are some exemptions to this right.
- Right to rectification: You have the right to correct, update or complete data which is inaccurate, out of date or incomplete. There are circumstances when this right does not apply, including compliance with a legal obligation.
- Right to erasure (can also be known as the 'right to be forgotten'): You can request that your personal data is erased or destroyed.
- Right to restriction: You can request that the use of your data is restricted.
- Right to data portability: You have the right to receive your personal data in a structured and commonly used format.

- Right to object: You have the right to object to the use or storage of your personal data.
- Automated individual decision making: You have the right not to be subject to automated processing, including profiling.

11.2 Information on your individual rights is available at The Information Commissioner's Office, <https://ico.org.uk/your-data-matters/>

### **13. Cookies**

13.1 The SoO may use cookies in the collection of some information. Cookies are small files stored on your computer's hard drive which are used to collect your personal information. You may choose to refuse cookies.

### **14. Research**

14.1 Partner institutions which support various services within the SoO may carry out research using your personal data. Where consent is required for processing, then you will be informed of the reasons for data collection.

### **15. Updating this Privacy Statement**

15.1 We may update or amend this Privacy Policy from time to time, to comply with law or to meet our changing service requirements. When we update our Privacy Policy, we will take appropriate measures to inform you, consistent with the significance of the changes we make.

### **16. Contacting The Christie School of Oncology**

16.1 If you have any questions, comments or complaints about this Privacy Policy, please contact us using the details below:

Miss Friday Knight  
Head of Education Business Development  
The Christie School of Oncology  
Wilmslow Road  
Manchester  
M20 4BX  
E-mail: [friday.knight1@nhs.net](mailto:friday.knight1@nhs.net)