**Privacy Notice – NIHR ARC NWC Community Research and Engagement Network (CoREN)**

The information requested is being used to develop a Contacts Database for the Community Research and Engagement Network (CoREN) which sits within the NIHR Applied Research Collaboration, North West Coast. The lead on the CoREN is Claire Selby, Stakeholder Research and Engagement Network Manager (NIHR ARC NWC), Division of Health Research at Lancaster University 07846373242 / c.selby@lancaster.ac.uk

* *What information do we collect?* 
  + We would like to collect contact details for yourself and your organisation – Name, Job Role, Email and Telephone. We would also like to the location of your organisation and your main areas of interest / work.
* *How we will use your personal information?*
  + We will use your information to send you newsletters, communications on events and studies in which you may be interested and to invite you to any events relevant to your work and interests.
  + Our lawful basis for processing your personal data is Article 6 1 (a): Consent of the (UK) General Data Protection Regulation (UK GDPR).
* *Who do we share your information with?*
  + We will only share your information with colleagues in the National Institute of Health Research and internally within Lancaster University.
* *Do we transfer your data outside of the European Economic Area or the UK?* 
  + No
* *How do we keep your information secure?*
  + The University has robust Information Security policies in place to protect your information. All staff in the University have a responsibility to make sure that your data is handled securely. For further information please refer to the University’s [Information Security Policy and Processes](http://www.lancaster.ac.uk/iss/security/policy/).
* *How long will we keep your data?* 
  + We will retain your contact details until you tell us that you no longer wish to hear from us or be included within our contacts database.
* *What are your rights over your personal data?* 
  + You have the following rights under the General Data Protection Regulation (GDPR):
    - Right of access
    - Right to have inaccurate information amended
    - Right to erasure
    - Right to restrict the uses of your personal data
    - Right of data portability
    - Right to object to automated decision making and profiling
    - Right to withdraw consent

For further information on your rights please refer to the University’s [Data Subject Rights webpage](file:///C:\Users\abbottsd\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\ZNRBLU14\Data%20Subject%20Rights%20webpage).” (Link - <https://www.lancaster.ac.uk/privacy/rights-of-the-data-subject/>)

* *Contact details* 
  + If you wish for your details to be removed from our contacts database, please contact Claire Selby on [c.selby@lancaster.ac.uk](mailto:c.selby@lancaster.ac.uk) or 07846373242. If you have any concerns about how Lancaster University uses and secures your personal data please contact the University’s Data Protection Officer: Mike Abbotts, Information Governance Manager & Data Protection Officer. Email: [information-governance@lancaster.ac.uk](mailto:information-governance@lancaster.ac.uk). Post – Floor C, University House, Lancaster University, Bailrigg, England, LA1 4YW.”