

Coventry City Council (CCC) Research Applicant Privacy Notice

Coventry City Council complies with the Data Protection Act and the UK GDPR and is registered with the Information Commissioner's Office (ICO) as a Data Controller.

This Privacy Notice explains how NIHR HDRC Coventry (part of Coventry City Council) will process and use personal information collected from you when you complete the research application form.

Why we collect and use Personal Data about you

We collect and hold personal information relating to your research project application.

We use this information to:

- Assess and process your application
- Contact you

Where explicitly required by our funder, the National Institute of Health Research (NIHR), we will collect and process special category data for equality and diversity monitoring purposes. Equality and diversity data will only be used in an anonymised form to ensure we are meeting our equality and diversity objectives. You have the option to choose whether or not to provide this information.

We rely on public task as the lawful basis on which we collect and process your personal data as we consider facilitating research within our discretionary powers and in the exercise of our official authority.

What information do we collect about you?

- Name
- Job title
- Employing organisation's name, department, address
- Email
- Phone number
- Age
- Sex
- Disability
- National identity
- Ethnicity

- Religion
- Marital status
- Sexual orientation
- Parental leave and caring responsibilities
- Line manager's name and email address
- Academic institution's name, course and supervisor's name and email address
- Name of researcher(s) involved in project, their role and the organisation's name
- Sponsor's name and email, and organisation's name

Who we share your personal Data with

We will share data with departments within Coventry City Council in order to facilitate your application for research governance approval and the research project itself.

We may share your information with the following relevant organisations as part of the research governance approval process:

- NIHR
- NHS Health Research Authority
- NHS Research Ethics Committee
- Universities
- Sponsor organisations
- Participating local authorities
- Our collaborators: Coventry University, University of Warwick, University Hospital Coventry and Warwickshire NHS Trust and the UCL Institute of Health Equity
- Our Voluntary Sector Partners: Central England Law Centre, Coventry Citizens Advice, Coventry Independent Advice Service, Foleshill Women's Training, Grapevine, The Highlife Centre and Voluntary Action Coventry

How long will we keep your information?

We will keep your information for as long as we need in order to process your application. Should your application be accepted, we will retain your information for the duration of the research project.

For unsuccessful applications, we will retain your information for no longer than 6 months from the date of the decision.

Your Rights

You have the right to:

- Ask for information we hold about you
- Ask us to change the information held about you if it is wrong
- Ask us to delete the information we hold about you

- Ask us to limit the way we use your information

To exercise any of these rights, please contact CoventryHDRC@coventry.gov.uk

Complaints

You have the right to submit a complaint if you are unhappy with the way your request is handled or disagree with a decision made by the council regarding your data. In these circumstances you can contact the Data Protection Team (DPO) and request a review of the decision. DPOTeam@coventry.gov.uk.

If you are not satisfied with any outcome from the DPO you may wish to apply to the Information Commissioner's Office at:

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

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