

Privacy Notice

Name of Research Project: Can pulmonary rehabilitation education be more patient-centred – what do patients want?

Description of Project:

To explore the views and opinions of those with COPD about the educational component of pulmonary rehabilitation

Data Controller	Edinburgh Napier University
Purposes for collection/ processing	<p>The study sets out to explore the views and experiences of those with COPD who will be or are attending pulmonary rehabilitation.</p> <p>The survey will also invite participants to take part in an interview, and we will ask those interested to provide contact details (optional).</p>
Legal basis	<p>Art 6(1) (e), performance of a task in the public interest/exercise of official duty vested in the Controller by Statutory Instrument No. 557 (S76) of 1993 as amended, e.g. for education and research purposes.</p> <p>Where sensitive personal data is being processed the additional bases from Article 9 is: Art 9(2)(j) for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes.</p> <p>Please refrain from volunteering any personally identifiable information in text answers, relating to yourself or others.</p> <p>Please be assured, however, that any personal data provided will not be used for any reason other than the research study.</p>
Whose information is being collected	Patients who have COPD in the general public
What type/classes/fields of information are collected	Information will be collected from COPD patients from the general public via survey and, where participants volunteer, interviews which will take place subsequently via telephone or using Microsoft Teams.

Who is the information being collected from	From the data subject
How is the information being collected	The information is being collected via an online survey and, where applicable, recorded interviews.
Is personal data shared with externally	An external company called 1st Class Secretarial Services will transcribe interviews. The University has a data-sharing agreement in place with this organisation to ensure that all data is kept secure. You can view their Privacy Statement here https://www.1stclass.uk.com/privacy_statement_01052018.pdf
How secure is the information	For services provided locally by Information Services, information is stored on servers located in secure University datacentres. These datacentres are resilient and feature access controls, environmental monitoring, backup power supplies and redundant hardware. Information on these servers is backed up regularly. The University has various data protection and information security policies and procedures to ensure that appropriate organisational and technical measures are in place to protect the privacy of your personal data. The University makes use of a number of third party, including “cloud”, services for information storage and processing. Through procurement and contract management procedures the University ensures that these services have appropriate organisational and technical measures to comply with data protection legislation. The University is Cyber Essentials Plus accredited.
Who keeps the information updated	The researcher.
How long is the information kept for	All audio data will be securely destroyed once electronic versions have been created according to University’s data management guidance. All copies of the physical data collected at the research sites will be kept until 2 year after completion of the study. Research data will be stored on the University’s X drive. The University-managed data storage is resilient, with multiple copies stored in more than one physical location and protection against corruption. Daily backups are kept for 14 days and monthly backups for an additional year.
Will the data be used for any automated decision making	No
Is information transferred to a	No

third country? Outside the EEA and not included in the adequate countries list.	
Information on subject rights and data protection queries: https://staff.napier.ac.uk/services/governance-compliance/governance/DataProtection/Pages/DPPinciples.aspx	