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| **Version Number** | **Purpose/Change** | **Author** | **Date** |
| **1.0** | **First Draft** | **Integrated Care Academy** | **May 2024** |
| **2.0** | **Review** |  |  |
| **2.1** |  |  |  |

**Integrated Care Academy Privacy Statement**

The General Data Protection Regulation (UK GDPR) and Data Protection Act 2018 (and, where applicable, EU GDPR) governs the way that organisations use personal data. Personal data is information relating to an identifiable living individual.

Transparency is a key element of GDPR, and this Privacy Notice is designed to inform you:

* how and why the University uses your personal data,
* what your rights are under GDPR, and
* how to contact us so that you can exercise those rights.

We keep our privacy policy under regular review. Any changes we make to our policy in the future will be posted on this page and, where appropriate, notified to you by email.

Please check back frequently to see any updates or changes to our privacy policy.

**Data protection principles**

We will comply with data protection law and principles, which means that your data will be:

* Used lawfully, fairly and in a transparent way.
* Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
* Relevant to the purposes we have told you about and limited only to those purposes.
* Accurate and kept up to date.
* Kept only as long as necessary for the purposes we have told you about.
* Kept securely.

**This Privacy Notice relates to: Programme participants, Students, and Partners (Including individuals and organisations).**

**Who are we**

The Integrated Care Academy (ICA), the first of its kind in the UK, is an exciting partnership between the University of Suffolk, the Suffolk and North East Essex Integrated Care System (ICS), Suffolk County Council and Healthwatch Suffolk and others from the voluntary and community sector, such as Suffolk Mind and local hospices.

The University of Suffolk is an institution dedicated to transformation – transforming individuals, our community, our region and beyond. Education, training, and research are powerful tools to support transformation and change and to fulfil these obligations the University collects, stores, processes and shares personal data.

This privacy notice makes you aware of how and why your personal data will be used by Integrated Care Academy hosted at the University of Suffolk, as a participant and partner hosted at University of Suffolk, and how long it will usually be retained for. The Integrated Care Academy hosted at the University of Suffolk is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you.

**Our Lawful basis for using the data is/are:**

* Necessary for the performance of a contract
* Necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.
* Necessary for consent to process personal data for a specific purpose
* Necessary for legitimate interests or the legitimate interests of a third party, unless there is a good reason to protect the individual’s personal data which overrides those legitimate interests

## **Why are we processing your personal data**

It is necessary for the University to process your personal data in order to ensure that:

We collect your information to process and manage your enquiries, if you agree, we will post offers of programmes, new opportunities for engagement, news updates, alumni communication via the University of Suffolk Alumni team, annual and programme reports, online campaigns and monitoring and evaluation.

**How your data is collected**

We collect most of the information directly from you. This is through contact you make with the Integrated Care Academy, and we use a number of data collection tools such surveys, photos and application forms etc. Additional information is collected from third parties such as sponsors and partner organisations we have data sharing agreements with.

**The data we hold about you and how it is used**

The Integrated Care Academy will collect information about you to provide services to you as a programme participants, students, or partner (including organisations and individuals). These details will include, but are not limited to:

* Contact details and other information submitted at key points through your Integrated Care partnership journey.
* Details of courses, training, and timetables.
* Information about your occupation, sector, email addresses etc.
* Information about any enquiries you send to us.
* Information relating to evaluation purposes. These will include bespoke questions depending on a specific programme or activity.
* Photographs and video recordings for the purposes of recording training, reports and evaluation. Photo and video footage will be processed in line with the University of Suffolk Photography and Video policy.
* Details of your engagement with the Integrated Care Academy such as attendance information etc.
* Information you have directly provided for other services the Integrated Care Academy provides, such as the Alumni Networks, training and scholarship opportunities, ICA network and programme enrolment.

**Your data will, or may, be shared with the following recipients or categories of recipient:**

We need to disclose personal and special category ‘sensitive’ personal data to some external bodies as part of our statutory functions as required by law. These organisations are Data Controllers for your data, except where explicitly stated otherwise. Under these conditions, your data may be provided to organisations including but not limited to:

* Partner organisations such as University of Suffolk, Healthwatch Suffolk, Healthwatch Essex, Suffolk and North East Essex Integrated Care Board, Suffolk County Council
* Government Agencies e.g. Department for Work and Pensions and HM Revenue and CustomsSponsors of programmes
* Integrated Care Academy and University of Suffolk Alumni Network

**How your data is stored internally**

Generally, information you provide to us is stored on our secure servers, or on our cloud-based

systems. These are located within the UK. However, there are times when we will need to store information outside these locations to fulfil our purposes and where we do, we will carry out transfer risk assessments to ensure that appropriate security measures are taken to protect your privacy rights. This may mean imposing contractual obligations on the recipient of your personal information where no other relevant safeguards exist. Technical measures such as encryption will also be considered.

The Integrated Care Academy hosted at University of Suffolk is required under data protection legislation to keep your information secure, and measures are in place to prevent unauthorised access and disclosure of your information. Only relevant members of staff who require access to your records will be authorised to do so. Systems and electronic files are subject to password restrictions and other security measures. Any paper files will be stored in secure areas with controlled access. Some processing of your information may be undertaken on the University’s behalf by third party organisations. Organisations processing personal data on the University’s behalf are also bound by the GDPR and the University has sought assurances from these organisations to ensure they are aware of their obligations under the GDPR and resulting legislation.

**How long is the data kept for?**

Programme participants, students and partners data will be held for a period of three years. After this period, we will contact you to find out if you still wish your information to be kept by us.

## **Data Subject Rights including withdrawing consent**

One of the aims of the General Data Protection Regulation (GDPR) is to empower individuals and give them control over their personal data.

The GDPR gives you the following rights:

* The right to be informed
* The right of access
* The right to rectification
* The right to erasure
* The right to restrict processing
* The right to data portability
* The right to object
* Rights in relation to automated decision making and profiling

All personal data will be processed in accordance with the Data Protection Act 2018 and General Data Protection Regulation. If you have any queries or concerns about the use of your personal data regarding your graduation ceremony including withdrawing your consent, please contact the University Data Governance Team: [datagovernance@uos.ac.uk](mailto:datagovernance@uos.ac.uk)