

NHSBT Research Governance Office

Privacy Notice

NHSBT Research Governance Office is committed to protecting your privacy. This privacy statement applies to all online forms issued by the Research Governance Office. It does not apply to other NHSBT surveys, forms, sites, products or services.

Cognito Forms

Cognito Forms are what the NHSBT Research Governance Office uses to gather information in order to process various request internally within the department and to register with us for Patient & Public Involvement & Engagement (PPIE), be that as a Researcher or as a member of the public.

Collecting Your Information

Some personal information may be collected about you if you choose to complete this form. In particular, your responses to form questions, as well as details about how you connected to this survey website, including the date and time when you connected may be collected. Information collected may also include contact details, such as your name, address, email address and phone number (if requested).

Form responses are collected by the Research Governance Office staff only. Only anonymised information will be shared with other NHSBT teams unless specific consent is obtained at the start of the form.

How the Research Governance Office uses your Information

Your responses to the questions on Research Governance Office generated forms will be linked to the contact information you have provided this will enable us to identify how individual participants responded to the questions.

Your contact details, including your name, phone number, address and email address, may be used by Research Governance Office to manage, communicate and carry out any other transactions you have requested or authorized.

If you have provided your permission, the Research Governance Office may also contact you regarding participation in future activities. The Research Governance Office may also use the collected anonymised information to improve future forms/surveys, and to analyse aggregate trends and survey results.

Cookies & Similar Technologies

Cognito Forms does not track your data when they are completed online.

Where Information Is Processed and Stored

Your data will be stored and processed on NHSBT and Cognito Computers (see Cognito Forms privacy policy below) and will be used to manage the Research Governance Office processes. Information extracted from the form is stored on secured, password protected computers and is only accessible by the NHSBT employees.

While Cognito Forms only collects the personal information from the Research Governance Office team to provide form building services, Cognito Forms may share information we collect via Cognito Forms with authorised third parties. These third parties are not permitted to use information shared with them for any other purpose other than those stated in the 'Authorized Third Parties' section of Cognito Forms Privacy Notice document.

These third parties assist Cognito Forms in processing your personal information and are required to comply with Cognito Forms Privacy Policy and any other appropriate confidentiality and security measures.

According to the UK General Data Protection Act (UK GDPR) you can request for your data to be erased at any time and we are legally obligated to respond to you within one calendar month. We will comply with this unless we have a lawful basis (legal duty) not to do so.

Please follow this link <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/> for more information in your individual rights.

Cognito servers are located in the United States, so your information may be transferred, stored, or processed in the United States. While the data protection, privacy, and other laws of the United States might not be as comprehensive as those in your country, Cognito take many steps to protect your privacy, including offering a data processing addendum and Privacy Shield. By using Cognito Forms, you understand and consent to the collection, storage, processing, and transfer of your information to Cognito facilities in the United States.

Cognito Forms (for more information)

Privacy Policy: <https://www.cognitoforms.com/privacy>

Accessing Your Information, and How to Contact the Research Governance Office

Please contact the Research Governance Office by email at research.office@nhsbt.nhs.uk or by post mail at the address below:

Research Governance Office
NHS Blood and Transplant
500 North Bristol Park
Filton
Bristol
BS34 7QH