

**NHS Research Scotland (NRS)  
Metabolic Research Register  
Privacy Information Notice**



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## Our Contact Details:

**Telephone:** 01382 383 595

**Email for general enquiries:** [administrator-sdrn@dundee.ac.uk](mailto:administrator-sdrn@dundee.ac.uk)

**Email to request withdrawal:** [administrator-sdrn@dundee.ac.uk](mailto:administrator-sdrn@dundee.ac.uk)

**Address:**

NRS Diabetes  
Diabetes Support Unit  
Level 8  
Ninewells Hospital  
Dundee  
DD1 9SY

## Your personal information is in safe hands

**We do:** **respect your privacy**

**We do:** **keep your personal information secure**

**We don't:** **sell your personal information**

Your privacy is very important to us. We are committed to providing people with the information they need to understand how their personal information is used. If you wish to join the NRS Metabolic Research Register, please make sure you read and keep hold of this Privacy Information Notice. Paper copies of this Privacy Information Notice are available upon request.

## **What is the purpose of this Privacy Notice?**

This notice is available electronically, online and upon request in paper copy to anyone who wishes to join the NRS Metabolic Research Register. It is important that you read the information in this notice prior to or shortly after giving your consent to join the NRS Metabolic Research Register. If you are unsure about any aspect of the NRS Metabolic Research Register or you have any questions please contact us on 01382 383 595 or administrator-sdrn@dundee.ac.uk. Alternatively, please write to us using our address on the front of this document.

## **Who operates the NRS Metabolic Research Register and what do they do?**

The NRS Metabolic Research Register is operated and managed by NRS Diabetes. NRS Diabetes is a Scotland-wide network for supporting diabetes and metabolic related research activity in Scotland. It is one of a number of Research Networks, or Specialty Groups, formed through a partnership of NHS Boards and the Chief Scientist Office of the Scottish Government.

NRS Diabetes acts as an interface between the diabetes research community, the NHS and patients with diabetes, facilitating the development, set up and completion of research projects across Scotland.

NRS Diabetes works with a wide range of stakeholders including patients, carers, researchers, NHS, academic institutions, charities, healthcare delivery professionals and commercial organisations.

Members of the NRS Diabetes Network may be employed by an academic institution, such as a University, or by an NHS Scotland Health Board. Members include Health Care Professionals such as Diabetes Research Nurses and Doctors as well as managerial and administrative research support roles.

NRS Diabetes have a central office and management team who are responsible for the operation of the network. Part of their work includes the management of the NRS Metabolic Research Register which involves receiving and processing registration forms and emails, conducting searches of the NRS Metabolic Research Register to match people to research projects and providing details of suitable people to research teams in a controlled way.

## **If I join the NRS Metabolic Research Register what type of personal information is collected?**

If you decide to join the NRS Metabolic Research Register we may collect and process the following information:

- First Name
- Surname
- Postcode
- Date of Birth
- Height
- Approximate weight
- Home phone number
- Mobile phone number
- Email address
- Home Address
- Community Index Number
- The date upon which you requested to join the NRS Metabolic Research Register.
- Any correspondence you send to us in the process of joining or withdrawing from the NRS Metabolic Research Register.

We may also process additional health-related information from your electronic medical records. This information will be relevant to metabolic research. If you would like to find out more about this information please get in touch at the details provided below.

### **How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you for the following reasons:

- We can add your personal information to our secure database, or register, of people who have given their permission to join the NRS Metabolic Research Register.
- We can check whether your personal information is a good match for any research projects related to preventing pre-diabetes, type 2 diabetes, weight loss or metabolic health.
- We can allow research teams to contact you and provide information on a research project that you may be eligible to take part in.

We may also receive personal information indirectly, from the following sources in the following scenarios:

- We may obtain your address details from a record held within an NHS Scotland based record system, if this has been selected by you as a preferred method of contact.
- We may obtain your Community Index Number, also known as your CHI number from a record held within an NHS Scotland based record system. This number would be used as a unique identifier.
- We may access and obtain health information that is relevant to metabolic research from an NHS Scotland based record system.

We may share this information with a member of a local University or NHS research team to be able to contact you with further information about their research.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information is: We need it to perform a public task. In addition, we rely on explicit consent as the condition for processing special category data under Article 9 of the UK GDPR.

### **How do I withdraw from the NRS Metabolic Research Register?**

Withdrawing from the Metabolic Research Register is simple, and you can do so any time you choose without suffering any detriment. Withdrawal will not affect the care you receive in any way.

To withdraw from the NRS Metabolic Research Register you can contact us using any of the following details:

**Telephone:** 01382 383 595

**Email to request withdrawal:** [administrator-sdrn@dundee.ac.uk](mailto:administrator-sdrn@dundee.ac.uk)

**Address:**

NRS Diabetes  
Diabetes Support Unit  
Level 8  
Ninewells Hospital  
Dundee  
DD1 9SY

### **How we store your personal information**

Your information is securely stored within the NHS.

We may store the following information if you join the NRS Metabolic Research Register:

- First Name
- Surname
- Postcode
- Date of Birth
- Height
- Approximate weight
- Home phone number
- Mobile phone number
- Email address

- Home Address
- Community Index Number
- The date upon which you requested to join the NRS Metabolic Research Register.
- Any correspondence you send to us in the process of joining or withdrawing from the NRS Metabolic Research Register.
- Any additional information obtained from an NHS Scotland based record system that is relevant to metabolic research.

We will securely store the information you provided to join the NRS Metabolic Research Register unless you ask for that information to be erased.

If you choose to withdraw from the NRS Metabolic Research Register, you can also ask for the details you provided to be erased.

If you ask for your information to be erased, we will dispose of any paper based documentation through the NHS secure confidential waste system. Any electronic based information will be permanently deleted.

## **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us using any of the details below if you wish to make a request.

**Telephone:** 01382 383 595

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## **Who are the 'controllers' of my personal information?**

The General Data Protection Regulation (GDPR) requires that you know who the 'controllers' are of your personal information. A 'controller' is an organisation, or individual, that relies on your consent and determines the purposes and means of processing your personal information. Because NHS Research Scotland (NRS) is funded by the Scottish Government it includes a number of different organisations who employ members of the NRS network. Depending on where metabolic-related research is taking place, these organisations may be considered 'controllers' of your personal information. For example, the University of Dundee is a controller of the information you provide. When your information is provided to a research team the controller may change.

Any of the organisations listed below will be considered a 'controller' if they employ a research team member working on a project that uses the NRS Metabolic Research Register. Although this list intends to detail all known, research-active organisations and organisations that may be involved in future research, it should not be considered exhaustive. If you require more information, please contact us using the details provided.

### **NHS Scotland Health Boards:**

NHS Ayrshire and Arran  
NHS Borders  
NHS Dumfries and Galloway  
NHS Fife  
NHS Forth Valley  
NHS Grampian  
NHS Greater Glasgow and Clyde  
NHS Highland  
NHS Lanarkshire  
NHS Lothian  
NHS Orkney  
NHS Shetland  
NHS Tayside  
NHS Western Isles

### **Universities:**

University of Aberdeen  
University of Dundee  
University of Edinburgh  
University of Glasgow  
Glasgow Caledonian University  
Glasgow School of Art  
Heriot-Watt University  
University of the Highlands and Islands  
Queen Margaret University Edinburgh  
Robert Gordon University  
University of St Andrews  
University of Stirling  
University of Strathclyde  
University of the West of Scotland

**To find out more about NHS Tayside's data protection information please visit:**

[https://www.nhstayside.scot.nhs.uk/YourRights/PROD\\_263958/index.htm](https://www.nhstayside.scot.nhs.uk/YourRights/PROD_263958/index.htm)

## **What should I do if I have any concerns or further questions about any aspect of the Diabetes Register?**

If you have a concern or any questions about any aspect of the NRS Metabolic Research Register, please do not hesitate to contact us using the details provided on the front of this document.

Alternatively, you can contact the Information Governance team at the University of Dundee by emailing [FreedomOfInformation@dundee.ac.uk](mailto:FreedomOfInformation@dundee.ac.uk) or calling 01382 385615.

If you are dissatisfied with the way NRS Metabolic Research Register may have processed your personal information you have the right to complain to the Information Commissioner's Office (ICO). Before contacting the ICO directly, please consider raising any issues with the NRS Metabolic Research Register management team who'll do their best to help.

## **Your rights**

The General Data Protection Regulation (GDPR) provides you with individual rights and the information provided in this notice is intended to make sure that these rights are being met. For more information please visit [www.ico.org.uk/for-the-public/](http://www.ico.org.uk/for-the-public/)

## **If you have any questions or if you would like to withdraw from the NRS Metabolic Research Register please contact us at:**

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