

Privacy Statement

King's Technology Evaluation Centre (KiTEC) is committed to protecting your privacy.

Who we are

Reference to “we” or “us” in this privacy statement means King's Technology Evaluation Centre (KiTEC). KiTEC uses your personal information when you are a patient, clinician or colleague involved in a study or project that we are working on. This privacy statement can be used in conjunction with King’s College London’s general privacy statement which can be found [here](#).

If you have any queries about this privacy statement, please contact:

Information Compliance team
King's College London - Waterloo Campus
Room 5.20 James Clerk Maxwell Building
57 Waterloo Road
London
SE1 8WA
info-compliance@kcl.ac.uk

This privacy statement explains the kinds of information we may obtain from or about you when you are a patient, clinician or colleague involved in a study or project that we are working on, how we may use that information, and who we may share that information with. King’s College London (KCL) respects your right to privacy and we are committed to complying with applicable data protection and privacy law in the UK.

Any personal information which you provide to us and/or which we obtain about you, will be kept secure and confidential using appropriate organisational and technical measures.

What personal information do we collect?

The types of information collected might include names, date of birth, information on your health, e-mail address, postal address, telephone number and fax number. The processing will take place in line with the requirements of data protection legislation.

Why we process your data

As data controller King’s College London can process your personal information under the Data Protection Act 1998 and subsequent enactments (including the EU General Data Protection Regulation, or “GDPR”, which comes into force on 25 May 2018).

We process your personal information to facilitate a study or project that you are involved in.

We process your data based on the following reasons:

- Consent
- Contract
- Legitimate interests

How do we collect your data?

Direct Collection: We collect data to operate effectively and provide you with the best experience at the university. You provide some of this data directly to us.

In-direct Collection: We also obtain data from third parties, for example, the National Institute for Health and Care Excellence (NICE). We will work with our service providers to ensure they make you aware if your data will be shared with us.

Do we use 'Cookies'?

Cookies are text files, which identify a user's computer to our server. Cookies in themselves do not identify the individual user, just the computer used. The KiTEC website does not use cookies for collecting user information, however, external websites such as Google Maps do.

You can reject cookies. Most browsers allow you to refuse cookies - consult the help section of the browser toolbar. Information on controlling cookies or rejecting cookies is available from several web sites, e.g. <http://www.aboutcookies.org>

Third Party websites

Our website may contain links to third party websites. If you follow these links, please note that these websites have their own privacy statement which are entirely separate from King's College London and King's is not responsible for them.

Who do we share your data with?

We will use your personal information for professional purposes only. We may need to share your information with our service providers, associated organisations and agents for these purposes.

We may want to share your information with other organisations that are supportive of our aims and objectives. When you provide your details you will be asked if you do not want this to happen. You can change your mind at any time by contacting us at the postal or email address above.

We will **NOT** share any of your personal information for marketing purposes.

How do we protect personal information?

We use a secure network and we take appropriate measures to ensure that the information disclosed to us is kept safe, accurate, up to date and kept only for so long as is necessary for the purposes for which it is used. The Information Compliance team is consulted in early stages on new large scale personal information processing activities to advise how the processing activities can adhere to data protection legislation. Measures such as encryption, pseudonymisation, anonymisation, best practice methods or password protection are used as appropriate.

How we keep your data secure in other countries?

For this particular processing activity, detailed in this privacy statement, we do not transfer personal data outside of the EU/EEA.

Your rights

As data controller the university will process your personal information in accordance with your rights under data protection legislation.

Your rights are:

- i. Right to be informed
- ii. Right to gain access to your data
- iii. Right of rectification
- iv. Right to erasure
- v. Right to restriction
- vi. Right to portability
- vii. Right to object
- viii. Right not to be subject to automatic profiling or decision making

If you have any queries in relation to how your rights are upheld, please contact us on Kasia Dylinska, Project Manager (kasia.dylinska@kcl.ac.uk) or the Information Compliance team at KCL.

Requests from individuals to access their personal information will be managed in accordance with the [Information Commissioner's Subject Access Code of Practice](#). To find out more information on how to make a subject access request please visit our webpage [here](#).

You can complain to the university by contacting the Information Compliance team in relation to how your data was processed. If you are not happy with our response, you can then take the matter to the Information Commissioner's Office.

How long do we keep your data for?

The university stores data about you in line with its retention and disposal schedule which can be found [here](#). We will retain personal data for 12 months past the completion date of a project.

Changes to your personal information

To help ensure that your information is kept accurate and up to date, if your personal details change please notify us through Kasia Dylinska, Project Manager (kasia.dylinska@kcl.ac.uk).

Lawful basis for processing personal information

To facilitate our research, we process your personal data based on the lawful basis of consent, contract or legitimate interests.

Individuals may withdraw their consent at any time via the contact information provided on the patient consent form. Alternatively, please contact Kasia Dylinska, Project Manager (kasia.dylinska@kcl.ac.uk).

By providing us with your personal information you acknowledge and consent to KCL processing your personal information in accordance with the purposes as laid out in this privacy statement.

Data Protection Officer

KCL's Data Protection Officer is:

Albert Chan

Assistant Director of Business Assurance (Information Compliance)

info-compliance@kcl.ac.uk