



Vaccine Research Trust

research to save lives

Privacy Notice

Introduction

This is the Vaccine Research Trust's Privacy Notice. As part of our charity's activities, we are required to process personal data about our trustees, staff, and volunteers, and in some instances, the friends or relatives of our trustees, staff, and volunteers. "Processing" can mean collecting, recording, organising, storing, sharing, or destroying data. We are committed to being transparent about why we need your personal data and what we do with it. This information is set out in this privacy notice. It also explains your rights when it comes to your data.

A separate document relating to the clinical records we hold are available in our document: *Vaccine Research Trust Clinical Records*.

If you have any concerns or questions, please contact us by e-mail at: info@vaccineresearchtrust.com

What data do we have?

So that we can provide a safe and professional service, we need to keep certain records about you.

We may process your basic details and contact information e.g., your name, address, date of birth and next of kin; or your financial details e.g., details of how you make donations to the trust.

We may also collect training records for staff or volunteers.

As part of your role, you may be required to undergo a Disclosure and Barring Service (DBS) check (Criminal Record Check). We do not keep this data once we have seen it.

Why do we have this data?

We need this data so that we can provide a high-quality service. By law, we need to have a lawful basis for processing your personal data.

The charity holds and processes personal data to enable the charity to comply with relevant legislation regarding the identity of persons who have a significant role in the governance of the charity. This is held and displayed in the Charity Commission's public Register of Charities.

The charity also legitimately needs to hold the personal data, about its trustees for the purpose of administering the charity efficiently, effectively, and economically in pursuit of its charitable purposes.

We may also require personal data so that we can contact you, pay you if applicable, and make sure you receive the training and support you need to perform your job.

Where do we process your data?

The charity will not share your personal data with any other individual, group or organisation for any purpose other than those which are directly related to the activities and charitable purposes of the charity.

Data held under legal obligation will only be processed for the relevant purposes as is required by law and will only be shared with other organisations (e.g., Charity Commission; HM Revenue & Customs) as is allowed by law and which are compliant with the General Data Protection Regulation. This will include the sharing of personal data which are, by law, destined for the public domain (e.g., the names of trustees to be held and displayed in the Charity Commission's public Register of Charities).

We may also process your data with your consent. If we need to ask for your permission, we will offer you a clear choice and ask that you confirm to us that you consent. We will also explain clearly to you what we need the data for and how you can withdraw your consent.

Your rights

The data that we keep about you is your data and we ensure that we keep it confidential and that it is used appropriately. You have the following rights when it comes to your data:

- You have the right to request a copy of all of the data we keep about you. Generally, we will not charge for this service;
- You have the right to ask us to correct any data we have which you believe to be inaccurate or incomplete. You can also request that we restrict all processing of your data while we consider your rectification request;
- You have the right to ask that we erase any of your personal data which is no longer necessary for the purpose we originally collected it for. We retain our data in line with the Information Governance Alliance's guidelines (<https://digital.nhs.uk/data-and-information/looking-after-information/data-security-and-information-governance/codes-of-practice-for-handling-information-in-health-and-care/records-management-code-of-practice-for-health-and-social-care-2016>).
- You may also request that we restrict processing if we no longer require your personal data for the purpose we originally collected it for, but you do not wish for it to be erased.
- You can ask for your data to be erased if we have asked for your consent to process your data. You can withdraw consent at any time – please contact us to do so.
- If we are processing your data as part of our legitimate interests as an organisation or in order to complete a task in the public interest, you have the right to object to that processing. We will restrict all processing of this data while we look into your objection.
- You may need to provide adequate information for our staff to be able to identify you, for example, a passport or driver's licence. This is to make sure that data is not shared with the wrong person inappropriately. We will always respond to your request as soon as possible and at the latest within one month.

If you would like to complain about how we have dealt with your request, please contact: *Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF* <https://ico.org.uk/global/contact-us/>