**Who is responsible for your data?**

The joint data controllers for this trial are the sponsoring organisation, Bradford Teaching Hospitals NHS Foundation Trust (BTHFT) and The University of Leeds (UoL). This means that both organisations are responsible for how your data is used.

**What information do we collect about you?**

Your NHS number, gender, initials, date of birth and postcode were shared with NHS Digital to obtain information about you from your electronic health care records. This information will be used to help us better understand the impact of how your medicines use was supported following your discharge from hospital, and how they impact on your health.

You can read more about NHS Digital here: <https://digital.nhs.uk/about-nhs-digital>.

The information received from NHS Digital and will be imported into a database held securely at the Clinical Trials Research Unit, and will not be accessed by or shared with any third parties.

**How long we keep your data**

Bradford Teaching Hospitals NHS Foundation Trust and the University of Leeds will keep your data for a minimum period of 5 years after the end of the study, after which it will be securely destroyed.

**How we protect your data**

We protect your personal data against unauthorised access, unlawful use, accidental loss, corruption or destruction.

We use technical measures such as encryption and password protection to protect your data and the systems they are held in. We also use operational measures to protect the data, for example by limiting the number of people who have access to the databases in which your data is held and using unique reference numbers to identify participants rather than names wherever possible.

We keep these security measures under review and refer to Bradford Teaching Hospitals NHS Foundation Trust and the University of Leeds Information Security Policies to keep up to date with current best practice.

**Your rights**

Your rights to access, change or move your information are limited, as we need to manage your information in specific ways in order for the research to be reliable and accurate. If you withdraw from the study, we will keep the information about you that we have already obtained. To safeguard your rights, we will use the minimum personally-identifiable information possible.

You can find out more about how we use your information:

[www.hra.nhs.uk/information-about-patients/](https://www.hra.nhs.uk/information-about-patients/)

<https://www.bradfordhospitals.nhs.uk/privacy-statement/>

<https://ctru.leeds.ac.uk/privacy/>

**Our Ethical approval and legal basis to process your data**

ISCOMAT is funded by the National Institute for Health Research (NIHR RP-PG-0514-20009) and this study received ethical approval.

Organisations processing personal data need a legal basis for that processing activity. For public authorities, such as the NHS and Universities, the most appropriate lawful bases when processing personal data and health data (defined as special category data) for the purposes of research are:

Article 6:1(e): Specific task in the ‘public interest’ or task that has a clear basis in law, and

Article 9:2(j): Special category data used for “Archiving in the public interest, scientific or historical research or statistical purposes”, with a basis in law.

To ensure we carry out the research to the highest standards we comply with the UK Policy Framework for Health and Social Care Research. You can learn more about research standards here: <https://www.hra.nhs.uk/planning-and-improving-research/policies-standards-legislation/uk-policy-framework-health-social-care-research/>

**Complaints**

If you wish to raise a complaint on how we have handled your personal data, you can contact the Data Protection Officer who will investigate the matter.

University of Leeds Data Protection Officer

* Phone +44 (0) 113 2431751
* Email: dpo@leeds.ac.uk

If you are not satisfied with our response or believe we are processing your personal data in a way that is not lawful you can complain to the Information Commissioner’s Office (ICO) by visiting [**https://ico.org.uk/make-a-complaint/**](https://ico.org.uk/make-a-complaint/) or by calling their helpline on 0303 123 1113.

**Contact us**

If you would like to contact us directly for more information about how we process and protect data collected for research, please email: iscomat@leeds.ac.uk