

Data Protection Essentials

In order to carry out the research project described, we will need to collect information about you, and some of this information will be your personal data. Under data protection law we have to provide you with very specific information about what we do with your data and about your rights. We have set out below the key information you need to know about how we will use your personal data.

The University of Birmingham's web page ['Data Protection - How the University Uses Your Data'](#) sets out much of this information, including how to ask any questions you may have about how your personal data is used, exercise any of your rights or complain about the way your data is being handled. The rest of the key information you need to know about how we used your personal data is set out below.

Who is the Data Controller?

The University of Birmingham, Edgbaston, Birmingham B15 2TT is the data controller for the personal data that we process in relation to you. The University's Data Protection Officer is Mrs Carolyn Pike OBE, Director of Legal Services, The University of Birmingham, Edgbaston, Birmingham B15 2TT Tel: 0121 414 3916 email: dataprotection@contacts.bham.ac.uk

What data are we processing and for what purpose will we use it?

We will collect and process your personal data to conduct the eTHOS research project, as explained in the Participant Information Sheet.

In addition to the data we collect directly from you, we will also collect data relating to periods of time that you are absent from work. These data will be collected from your HR records held by your Trust and will be the number of hours that you usually work and your absence start and end dates. For each time you are absent from work we will collect the start and end date for that time period, how many days you were absent from work, and the general reason that you were absent. We will collect details of your absences in the two years prior to you joining the trial. We will also collect detail of absences that occur during the time that you are participating in the trial. You will be asked to consent to the collection of this data. We will use your payroll id/employee number to link your trial record to your HR data, and also to help us to confirm that you are eligible to take part in the trial.

We would also like collect your NHS number, if you have this to hand. This is to test out whether it is possible to link to routine health records in the future.

What is our legal basis for processing your data?

The legal justification we have under data protection law for processing your personal data is that it is necessary to do so for our research, which is a task we carry out in the public interest.

Who will my personal data be shared with?

For the purposes of the research project, we may need to share your personal data with the trial team based at the University of Birmingham, and your Trust. With your permission we may also need to share your personal data with your GP or any other healthcare professional that you might be referred to. This could be your local community and psychological service, physiotherapy service or occupational health department. Your data will be used by them to discuss with you any health issues that are identified.

.

For the process evaluation component of the study, a third-party external transcription service will be used to transcribe the qualitative interviews and focus groups. Participant data files will be encrypted and transferred to the third-party external transcription company via a University of Birmingham approved secure data transfer link and will be stored on a secure approved cloud-based server. No transcripts or recordings will be stored locally by the third-party external transcription service. Transcripts will be coded by administrative staff; transcribers will have no information about the study (with exception to the information within the interview recordings). The transcribers involved in the transcription will have access to the data. The external transcription service has signed a full and comprehensive confidentiality agreement. Any personal data will be removed from the transcriptions.

How long will my personal data be kept?

Your data will be retained for 25 years after the publication of the research outcome.

Are changes made to this webpage?

This privacy notice is effective from 6th January, 2021 and is reviewed when necessary. Any changes will be published here.