EMCRF New Business Application Process

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**Privacy Notice**

**Data protection**

In the course of completing this registration form, you have provided information about yourself (‘personal data’). We (the University of Oxford) are the ‘data controller’ for this information, which means we decide how to use it and are responsible for looking after it in accordance with the General Data Protection Regulation and associated data protection legislation.

**How we use your data**

We will use your data to register your interest in using the [EMCRF](https://www.ndorms.ox.ac.uk/oxford-emcrf); to confirm your qualifications and competencies to conduct clinical research activity and to contact you about use of the EMCRF for your study.

We will collect:

* Contact details of the study team who are undertaking the research activity in the facility, including the lead investigator; sub-investigators; research nurses; clinical research practitioners and other members of the study team assigned study tasks as per the study delegation log.; including name, work email, work telephone number and name of department/institution. This data is used to provide you with the information about the EMCRF and/or to facilitate setting up your study at the EMCRF.
* Professional details about the study team who are undertaking the research activity in the facility, including the lead investigator; sub-investigators; research nurses; clinical research practitioners and other members of the study team assigned study tasks as per the study delegation log; including type of role they carry out in relation to the study, professional background, name of employer, CV and type of honorary contracts held (if any). This data is used to be able to evidence appropriate level of qualifications and competencies to conduct clinical research activity within the EMCRF in the event of an audit from University of Oxford, regulatory authorities or the NHS Trust(s).

These types of personal data are collected for the administration and facilitation of research studies undertaken at EMCRF and the lawful basis for processing is Article 6.1 (e) of the GDPR- “processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller”.

We will only use your data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another related reason and that reason is compatible with the original purpose. If we need to use your data for an unrelated purpose, we will seek your consent to use it for that new purpose.

**Who has access to your data and where will we store your data?**

Access to your data within the University will be provided to those who need to view it as part of their work in carrying out the purposes described above.

We collect your data on the [NDORMS website](https://www.ndorms.ox.ac.uk/about/data-privacy-notice) and will store and process your data using [Microsoft 365](https://privacy.microsoft.com/en-gb/privacystatement); iPassport and [CRF Manager](https://www.crfmanager.com/Content.aspx?uirefid=2181&dbid=crfm_public&areaid=1035&name=Privacy+Policy&type=Content&oid=Screen&). These third parties are required to take appropriate security measures to protect your data in line with our policies. We do not allow them to use your data for their own purposes. We permit them to process your data only for specified purposes and in accordance with our instructions.

Information you provide us may be looked at by individuals from University of Oxford, from regulatory authorities and from the NHS Trust(s) in the event of an audit.

Where we share your data with a third party, we will seek to share the minimum amount necessary.

**Retaining your data**

We will retain the data you submit to us within this form until your study is completed or it is decided your study won’t be undertaken in the facility.

**Security**

Your data will be held securely in accordance with the University’s policies and procedures. Further information is available on the [University’s Information Security website](https://www.infosec.ox.ac.uk/guidance-policy).

**Your rights**

Information on your rights in relation to your personal data are explained [here.](https://compliance.admin.ox.ac.uk/individual-rights)

**Contact**

If you wish to raise any queries or concerns about our use of your data, please contact us at oxcrf@ndorms.ox.ac.uk. If you want to exercise any of the rights described above or are dissatisfied with the way we have used your information, you should contact the University’s Information Compliance Team (data.protection@admin.ox.ac.uk) who will seek to deal with your request without undue delay, and in any event in accordance with the requirements of the UK GDPR.

You also have the right to complain to the Information Commissioner's Office (ICO) about the way in which we process your personal data. You can make a complaint on [the ICO's website](https://ico.org.uk/).