

Schools Transmission Studies Track (Coronavirus-19 Study) And Scarlet Fever

HOW WILL WE USE INFORMATION ABOUT YOU?

Imperial College London is the sponsor for this study. Public Health England and Imperial College London will act as joint data controllers for this study. This means that we are jointly responsible for looking after your information and using it properly. We will keep your personal data for:

- Ten years after the study has finished in relation to data subject consent forms.
- Ten years after the study has completed in relation to primary research data.

We will need to use information from you/your child for this research project. This information will be held by the Public Health England (PHE) Principal investigator only and will include

- you/your child's name and age
- your contact details; phone or email and (in the case of quarantine) home address.

People will use this information to do the research or to check your records to make sure that the research is being done properly.

People who do not need to know who you are, will not be able to see your name or contact details. Your data will have a code number instead.

We will keep all information about you safe and secure.

Only the Principal investigator at PHE will have access to any identifiable information. Imperial College researchers will only have access to deidentified information from which you cannot be identified.

Once we have finished the study, we will keep some of the data so we can check the results. We will write our reports in a way that no-one can work out that you took part in the study.

LEGAL BASIS

As a university we use personally-identifiable information to conduct research to improve health, care and services. As a publicly-funded organisation, we have to ensure that it is in the public interest when we use personally-identifiable information from people who have agreed to take part in research. This means that when you agree to take part in a research

study, we will use your data in the ways needed to conduct and analyse the research study.

Health and care research should serve the public interest, which means that we have to demonstrate that our research serves the interests of society as a whole. We do this by following the UK Policy Framework for Health and Social Care Research

DATA SHARING

For the purposes referred to in this privacy notice and relying on the bases for processing as set out above, we will share your pseudonymised data (with identifying information removed) with certain third parties.

- The Imperial College Healthcare Trust Molecular Diagnostics Unit (coronavirus testing)
- Other College employees, agents, contractors and service providers (for example, suppliers of printing and mailing services, email communication services or web services, or suppliers who help us carry out any of the activities described above). Our third party service providers are required to enter into data processing agreements with us. We only permit them to process your personal data for specified purposes and in accordance with our policies.

WHAT ARE YOUR CHOICES ABOUT HOW YOUR INFORMATION IS USED?

You can stop being part of the study at any time, without giving a reason, but we will keep information about you that we already have.

- We need to manage your records in specific ways for the research to be reliable. This means that we won't be able to let you see or change the data we hold about you.

WHERE CAN YOU FIND OUT MORE ABOUT HOW YOUR INFORMATION IS USED

You can find out more about how we use your information

- at www.hra.nhs.uk/information-about-patients/
- by asking one of the research team
- by sending an email to head.ops@imperial.ac.uk
- by ringing us on 0203 313 2072

COMPLAINT

If you wish to raise a complaint on how we have handled your personal data, please contact Imperial College London's Data Protection Officer via email at dpo@imperial.ac.uk, via telephone on 020 7594 3502 and/or via post at Imperial College London, Data Protection Officer, Faculty Building Level 4, London SW7 2AZ.

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). The ICO does recommend that you seek to resolve matters with the data controller (us) first before involving the regulator.