**Please read before submitting this form**

Before submitting your PPI case study, it is important to set out what personal information the University of Liverpool PPI case study form collects, why we collect it, and how long we will keep it.

The University of Liverpool complies fully with the General Data Protection Regulations.

**Data protection**

All of the information that you provide in the case study template, including contact details will be made available on the Faculty of Health and Life Sciences PPI website. You should only provide personal information (i.e., contact details) if you are happy to share these or have sought consent from the relevant individuals in advance of submitting the case study form.

We will not publish anything until we have received your consent to use the information provided.

**Data retention**

Any personal information you provide within the case study will be removed from our records, one year after the case study was submitted.

**What rights do I have when it comes to my data?**

Under the UK General Data Protection Regulation, you may have the following rights with regards to your personal data:

* The Right to subject access – you have the right to see a copy of the personal data that the University holds about you and find out what it is used for.
* The Right to rectification – you have the right to ask the University to correct or remove any inaccurate data that we hold about you.
* The Right to erasure (right to be forgotten) you have the right to ask the University to remove data that we hold about you.
* The Right to restriction – you have the right to ask for your information to be restricted (locked down) on University systems.
* The Right to data portability – you have the right to ask for your data to be transferred back to you or to a new provider at your request.
* The Right to object – you have the right to ask the University to stop using your personal data or to stop sending you marketing information, or complain about how your data is used.
* The Right to prevent automated decision making – you have the right to ask the University to stop using your data to make automated decisions about you or to stop profiling your behaviour (where applicable).

Please note that not all rights apply in all situations. To find out more about [your rights under the UK GDPR](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/), please visit the Information Commissioner’s website.

To request a copy of your data or ask questions about how it is used, contact the University Data Protection Officer.

* Email: legal@liverpool.ac.uk
* Post: Legal & Governance, University of Liverpool, Foundation Building, 765 Brownlow Hill, Liverpool L69 7ZX

**Who can I complain to if I am unhappy about how my data is used?**

You can complain directly to the Data Protection Team by writing to the University Data Protection Officer.

* By email: legal@liverpool.ac.uk
* Post: Legal & Governance, University of Liverpool, Foundation Building, 765 Brownlow Hill, Liverpool L69 7ZX

You also have the right to complain to the Information Commissioner’s Office using the following details:

* The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
* Telephone: 08456 30 60 60 or 01625 54 57 45
* Website: [www.ico.org.uk](http://www.ico.org.uk)