**Please read this data privacy notice before completing the PPI request form**

The purpose of this privacy statement is to set out what personal information the University of Liverpool PPI request form collects, why we collect it and how long we will keep it for.

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

**PPI request**

As a recipient of support and advice from the PPI team, the University of Liverpool will collect and securely store your personal information and research project information relating to your PPI request. This information may be shared and used by relevant PPI staff within the University, to facilitate advice provision.

Information on the type of PPI support requested and time spent will be securely stored and shared annually with the Faculty of Health and Life Sciences Faculty Leadership Team to evaluate the management and delivery of the PPI support service. All information will be held securely and treated in the strictest confidence.

**Evaluations**

From time to time, we will ask you anonymously, to evaluate the PPI support service that you have received. The feedback we receive is used to improve our service and quotes may be used as feedback within annual reports.

**Data retention**

Any personal information your provide will be removed from our records, one year after the support request was received.

**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)