

Processing of personal data: For external researchers

Letter of Access

Letters of Access are issued where the external researcher ('you') has no direct and foreseeable bearing on patient care arising from the research (see the Research Passport Algorithm). Processing your personal data for the purpose of issuing a Letter of Access is necessary for the Charity to fulfil its obligations as a Data Controller and in accordance with access to its premises.

Honorary Research Contract

An Honorary Research Contract is a contract with St Andrew's Healthcare that allows you to work on one or more research projects where there is a direct and foreseeable bearing on patient care at the Charity (see the Research Passport Algorithm).

Research Passport Application and your personal information

A Research Passport application involves processing of your personal information by your substantive employer and St Andrew's Healthcare. This may include sensitive information, for example about any criminal convictions you may have.

To safeguard your rights, the Research Passport application form and process have been designed to use the minimum personally identifiable information possible.

The purpose of processing your personal information is to:

- Ensure your suitability to undertake the research activities
- Provide you with a Letter of Access OR Honorary Contract
- To maintain records about who has access to St Andrew's Healthcare to undertake research
- For quality control

St Andrew's Healthcare will keep your personal information for this purpose for the duration of your Research Passport.

This personal information is:

- Provided directly by you in completing the application form, and in the additional documents that you provide to support your application.
- Processed by your substantive employer using the information they already hold about you, and provided by them when they complete their sections of the form.
- Processed by St Andrew's Healthcare and provided by them when they complete their sections of the form.

Without this processing of your personal information, it will not be possible for St Andrew's Healthcare to provide you with a Letter of Access OR Honorary Research Contract.

Amended from: [HR Good Practice: Information for researchers, R&D and HR staff in Higher Education Institutions and the NHS \(myresearchproject.org.uk\)](https://myresearchproject.org.uk)

Data controllers

Two separate data controllers will be involved in processing your Research Passport application for St Andrew's Healthcare:

- Your substantive employer, as named in section 4 of the application form, will act as a data controller for the information it uses and shares about you for the stated purpose.
- St Andrew's Healthcare will act as a data controller for the information it uses and shares about you for the stated purpose.

Each data controller is responsible for looking after your information and using it properly and may choose to provide you with additional information on how they will process your data.

Your rights

You have the following rights regarding your personal information:

- To be informed – you can ask a data controller what information they are processing about you and why.
- Access – you can ask a data controller to see the information they hold about you and obtain a copy.
- Rectification – you can ask a data controller to correct inaccurate information about you.
- Erasure – you can ask a data controller to delete the information they hold about you.
- Restriction – you can ask a data controller not to process information about you if the information is inaccurate, processed unlawfully, or no longer needed for the stated purpose.

Please note: if using these rights makes it impossible for a data controller to continue to fulfil the stated purpose, your Research Passport and your access to St Andrew's Healthcare may be withdrawn.

Any queries?

If you want to ask about your rights or have any other questions or complaints about how a data controller has handled your personal information, you can contact the person named for that organisation in the appropriate section of the Research Passport application form. They can forward your query to the data controller's Data Protection Officer as needed. If you are not satisfied with the response or believe that your personal data is being processed in a way that is not lawful, you can complain to the Information Commissioner's Office (ICO).

Amended from: [HR Good Practice: Information for researchers, R&D and HR staff in Higher Education Institutions and the NHS \(myresearchproject.org.uk\)](https://myresearchproject.org.uk)