

PRIVACY NOTICE FOR ALL DATA PROCESSING ACTIVITIES

CLINIC PATIENTS - ADULTS

Data Collection and Privacy Notice

Aston University (“the University”) processes personal data as a “Data Controller” as defined in the Data Protection Act 2018 (“the DPA”) and the General Data Protection Regulation (Regulation (EU) 2016/679) (“the GDPR”). This notice relates to information about you which will be collected by the University and processed as described below. This notice may be updated at any time. You can download a pdf version of the most up to date version and our Data Protection Policy and Procedures at www.aston.ac.uk/dataprotection.

Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR).

What we collect

The personal data which we process includes personal details about you such as your name, address and date of birth. We collect payment information if you need to make a payment to us.

We also collect information about your health, which may be provided by you or may be discovered during the course of treating you. This is classed as “Special Category” Data under the GDPR. We may also process Information about your disability status, sexual orientation, gender reassignment, ethnicity or religion, if you have provided these.

If you visit the University we may also process still and video images of you on our CCTV system. These will be used for security purposes only.

Your rights

Under the DPA and the GDPR you have certain rights over how your data is processed, including the right to know what information is processed about you and how it is processed.

You have the right of access to your personal information. You also have additional rights i.e. the right to rectify inaccurate information; restrict processing; and object to processing. These rights are limited in certain circumstances by the GDPR, and may be limited further by future UK legislation where data is only processed for research or statistical purposes.

Automated decision-making

The University will not use your personal data to make automated decisions about you. “Automated decisions” are defined as decisions made without human intervention.

Data transfers to other countries

Your personal data may be transferred to countries outside the European Economic Area for the purposes described above. Your personal data will only be transferred to countries whose data protection laws have been assessed as adequate by the European Commission, or where adequate safeguards are in place to protect your personal data.

How we process your data

The University will process your personal data for the following purposes.

Purpose 1 – To register you as a patient at our clinic and to manage your ongoing treatment

We will process your personal data in order to register you as a patient and to enable us to manage your treatment, including sending reminders that it is time to make a follow-up appointment. This includes processing of Special Category Data, which includes details about your health. We will also collect your payment information if you need to make any payments to us.

Legal basis for processing your information for Purpose 1

We will process your personal data for Purpose 1 on the grounds of our legitimate interest (GDPR Article 6(1)(f)). This includes any Special Category Data that you have provided to us or which we become aware of during the course of your treatment (GDPR Article 9(2)(e)).

Purpose 2 – Security

Your safety and security is very important to the University. We may therefore process your personal data, including images captured by CCTV, to ensure the safety and security of you and your possessions, and to secure the University's campus. In certain circumstances we may also use body-worn video cameras. The use of CCTV on our premises is governed by Aston University's CCTV Code of Practice which can be found at <https://www2.aston.ac.uk/about/security/cctv>.

Legal basis for processing your information for Purpose 2

We will process your personal data for Purpose 2 on the grounds of our legitimate interest (GDPR Article 6(1)(f)).

Purpose 3 – To invite you to participate in our research and training

We may wish to invite you to:

- participate in future research projects;
- participate in the training of future professionals by sitting as a patient on a training course or for university clinical competency examinations;
- sit as a patient for external professional exams, where you will be examined by candidates who are not Aston students. We will make it clear in the invitation if this is the case.

We will only send you an invitation where we think you may be a suitable participant, based on information which we already hold from our past dealings with you. We will only contact you for this purpose if you give us your explicit consent.

Legal basis for processing your information for Purpose 3

We will process your personal data and your special category data for Purpose 3 on the grounds of your consent (GDPR Article 6(1)(a)). You have the right to withdraw your consent at any time. Please indicate whether you agree to this type of processing by ticking one of the boxes below.

Consent

I consent to being contacted by telephone so that I can be invited to participate in future research projects and to sit as a patient for training courses and examinations. I understand that I may opt out of receiving these invitations at any time.

Yes/No

I consent to being contacted by email or post so that I can be invited to participate in future research projects and to sit as a patient for training courses and examinations. I understand that I may opt out of receiving these invitations at any time.

Yes/No

Purpose 4 – To keep you informed about our services

We would like to keep you informed about services and events that may be of interest to you, based on your past dealings with us. This may include communications sent by email or post.

Legal basis for processing your information for Purpose 4

We will process your personal data for Purpose 4 on the grounds of your consent (GDPR Article 6(1)(a)). You have the right to withdraw your consent at any time. Please indicate whether you agree to this type of processing by ticking one of the boxes below.

Consent

I consent to my personal data, including my personal email address, being processed for the purposes of receiving marketing communications by post and by email. I understand that I may opt out of receiving these communications at any time.

Yes/No