

Health and Wellbeing Lived Experience Privacy Notice

1. The University of Winchester looks after the information you give us very carefully. We follow the law and the rules about how to do this properly. If you are not happy with how we look after your information or how we contact you, please let us know and we will do what we can to help you. You can also talk to the Information Commissioners' Office who make sure we follow the law. Their address and telephone number can be found on this website: ico.org.uk
2. We have to tell you what information we collect about you and how we use it. It is important that you understand what we are doing, and you feel happy to give us your information. We have written this down for you, so you can keep it and read it again if you would like to. You can also ask us questions if you would like to know more.
3. We would like you to be part of a team called the University of Winchester Lived Experience Network volunteers. This is a group of people who come into the University and talk to people who are learning to be nurses, physiotherapists, social workers, or other health care professionals. You will tell them about your time in hospital or at the doctor's, and what helps you when you feel unwell. This will help the new nurses to understand what it is like for you when you visit the doctors or go to the hospital.
4. To do this we need to ask you to tell us your name, your address, your date of birth, your email address, your phone number, how you met us and how you would like us to get in touch with you.
5. We ask for your permission to keep this information and use it to help the University. We can only do this if you say 'Yes'. If you change your mind and say 'No' we have to stop.
6. **What we do with your information:**
 - a. **To make list of people who are happy to talk to the new nurses about their time with doctors and nurses.**
 - b. **To call or email you about coming to the University.**
 - c. **For make arrangements for meetings or ask for your help or ideas.**
 - d. **To ask you if you liked coming to the University and if there is anything we can do to make it better for you.**

7. The University will also ask you for information that is more private. This may be information about how you like to be told about the activities at the University. If you would like to hear a message or if you are happy to have a text message. If you are in a wheelchair and need special parking or rooms that are easy to get in to. If you would like to talk to us using your computer or telephone instead of coming into the University. We will ask you for information about your age, where you were born and about your health. We will write down what you tell us about your time visiting doctors and hospitals.
8. We ask for your permission to keep this information and use it to help the University. We can only do this if you say 'Yes'. If you change your mind and say 'No' we have to stop. It is important that you feel happy to give us this information and you understand what we are doing.
9. **What we do with your information:**
 - a. **We use this information to get in touch with you in the way you want us to and to help you when you come to the University.**
 - b. **To invite you to the right meetings.**
 - c. **We will use your information to make sure we are inviting lots of different types of people to talk to the new nurses.**
 - d. **We will use the information to help us find out how to help other volunteers.**
10. The information you give us will be kept safely and will only be shared with people who need to see it.
11. We will use some of the information to tell the University bosses what we are doing and how it is helping the new nurses. We may share this information with other Universities or hospitals. If we do this, we will not give them your name so they will not know who you are.
12. You can change your mind at any time about giving us your information and volunteering at the University. You can email nursingadmin@winchester.ac.uk. We will then delete all the information we have about you. This will stop us from contacting you and you will not be able to volunteer at the University.
13. The University has a person who looks after all the personal information we use. They are called the Data Protection Officer. You can contact him if you have any questions. His name is Stephen Dowell. His email address is stephen.dowell@winchester.ac.uk and his telephone number is 01962 827217.

14. The University will look at this information every year to see if anything changes. If there are any changes we will let you know.

The name and contact details of our organisation is:

The University of Winchester,
Sparkford Road,
Winchester,
Hampshire
SO22 4NR
United Kingdom
Tel: +44(0) 1962 841515

The data protection officer for the University is:

Stephen Dowell, Data Protection Officer,
The University of Winchester,
Sparkford Road
Winchester,
Hampshire.
SO22 4NR
Tel: 01962 82 7217. Ext. 7217
Email: Stephen.dowell@winchester.ac.uk