

Privacy Notice – Shaping areas for action for a healthier diet in Newham

This Privacy Notice is being provided for the participants of the *Shaping areas for action for a healthier diet in Newham* project.

The London Borough of Newham has high levels of Type 2 diabetes and people living with overweight/obesity. Although there are existing services to prevent Type 2 diabetes and encourage weight-loss, these are nationally devised programmes that are not well-suited for the highly diverse Newham population; this means that these programmes may actually be widening inequalities in an area like Newham.

Why are we collecting your data?

We propose to develop a Food Champions intervention with the local population, where a Food Champion will act to improve Newham's diet on behalf of the population. Developing this intervention with members of the community will help to ensure that any proposed activities are acceptable to the local population and are addressing issues that they feel are relevant to them. Participants will be invited to take part in two guided workshops.

Who is responsible for your data?

The University of Oxford is the “data controller” of this study. This means that we decide how to use it and are responsible for looking after it in accordance with the UK General Data Protection Regulation (UK GDPR).

Personal data we hold about you and how we will use it

- **Contact details:** These will be shared with us either by an organisation you are part of or collected electronically through a survey. This survey will ask for your personal data (name, email address, phone number and postal address). We will use your contact details to message you on WhatsApp or email you with a link to a consent form. With your consent, we will keep your contact details on a secure database in order to contact you for future studies. This information will be stored in a secure University of Oxford drive with restricted access.
- **Demographic data:** These will be collected electronically through a survey. This survey will ask for special category data (ethnic group and religion). We are collecting data on ethnicity and religion to ensure we get a good representation of views across the community.
- **Consent forms:** These will be collected electronically and will include your name. Once consent has been obtained through a survey, responses will be downloaded and stored in a secure University of Oxford drive with restricted access.
- **Workshop recordings:** the workshops will be audio recorded directly through software on a University of Oxford laptop. The recording will be stored in a secure University of Oxford drive with restricted access.

The lawful basis for the processing and storage of your personal data is that it is ‘a task in the public interest’ – UK GDPR Article 6(1)(e) – and, that sensitive personal data is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes – UK GDPR Article 9(2)(j).

We will only process your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another related reason that is compatible with the original purpose. We do not use your personal data for any form of automated decision making or public profiling.

How long we keep your data

The University of Oxford is required to keep information collected about you for three years after the publication of the research in an academic journal. Information may also be kept for longer if required by law or for research purposes. The need to retain this data is regularly reviewed.

We will, however, keep the following personal data for less than three years after the publication of the research in an academic journal:

- **Contact details:** Your contact details will be deleted from our system one month after the final workshop has been completed.
- **Workshop recording:** Workshop audio recordings will be deleted from our system one month after the final workshop has been completed.

General information about how long different types of information are retained by the University can be found in the University's Policy on the Management of Data Supporting Research Outputs, available at <https://researchdata.ox.ac.uk/university-of-oxford-policy-on-the-management-of-data-supporting-research-outputs/>.

How we protect your data

We protect your personal data against unauthorised access, unlawful use, accidental loss, corruption, and destruction.

We use technical measures such as encryption and password protection to protect your data and the systems in which they are held, and the information that we receive is stored securely in a study database. Access to the study database is by unique combinations of usernames and passwords and only authorised study personnel can access information about participants. The University building is also secure with authorised swipe card access only.

We also use operational measures to protect the data, for example by limiting the number of people who have access to the databases in which your data is held.

We keep these security measures under review and refer to University Security Policies to keep up to date with current best practice.

Sharing your data

Any personal data that identifies you is managed by the Diet, Data and Interventions Group at the Nuffield Department of Population Health (NDPH), University of Oxford and will not be shared with anyone else.

Transfer of your data outside of the European Economic Area (EEA)

Your data is safely stored on our secure servers within the UK.

Your data will not be transferred outside of the EEA.

Your rights

Under the UK General Data Protection Regulation (UK GDPR), you have the following rights in relation to the information that we hold about you (your 'personal data'):

- **The right to request access to your data** (commonly known as a "subject access request"). This enables you to receive a copy of your data and to check that we are lawfully processing it.
- **The right to request correction of your data.** This enables you to ask us to correct any incomplete or inaccurate information we hold about you.
- **The right to request erasure of your data.** This enables you to ask us to delete or remove your data in certain circumstances, for example, if you consider that there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your data where you have exercised your right to object to processing (see below).
- **The right to object to the processing of your data.** This enables you to oppose our using your data where we are processing it to meet our public tasks or legitimate interests (or the legitimate interests of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your data for direct marketing purposes.
- **The right to request that the processing of your data is restricted.** This enables you to ask us to suspend the processing of your data, for example, if you want us to establish its accuracy or the reason for processing it.
- **The right to request transfer of your data to another party.** This enables you to request that we transfer data you provided to us to a third party in a safe and secure way.

Depending on the circumstances, we may have grounds for not complying with your request, for example, where we consider that deleting your information would seriously harm the research or where we need to process your data for the performance of a task in the public interest.

If you wish to exercise any of these rights, please contact FoodNewham@ndph.ox.ac.uk.

If you withdraw from the study, we will keep the information about you that we have already obtained. To safeguard your rights, we will use the minimum personally identifiable information possible. For further information, see: <https://compliance.admin.ox.ac.uk/individual-rights>.

Changes to this privacy notice

We reserve the right to update this privacy notice at any time.

Complaints

If you wish to raise a complaint about how we have handled your personal data, you can contact our Data Protection Officer (data.protection@admin.ox.ac.uk), who will investigate the matter. If you are not satisfied with our response or believe we are processing your personal data in a way that is not lawful, you can complain to the Information Commissioner's Office (ICO) by visiting their website at <https://ico.org.uk/make-a-complaint/> or by calling their helpline on 0303 123 1113.

Contact

If you wish to raise any queries or concerns about this privacy notice, please contact us at FoodNewham@ndph.ox.ac.uk or write to:

Diet, Data and Interventions Group c/o Dr Prachi Bhatnagar

Big Data Institute

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