

## GENERAL DATA PROTECTION REGULATION - PRIVACY NOTICE FOR LICENSEES APPLYING TO PERFORM A REGULATED PROCEDURE(S) AT THE BSF

In light of the General Data Protection Regulation (GDPR), which came into force on 25 May 2018 we would like inform you why we collect and use your personal data and your rights under the GDPR.

The Institute of Prion Diseases, UCL holds and processes personal data such as your name, your contact details including your email and telephone number; your employer's details, security screening result, training and information relating to your Personal and/or Project Licence from the Home Office. The legal basis of processing your personal data is "Public task". The Data Controller for the personal data we hold is UCL. This means UCL determines the purpose(s) and means of processing personal data.

### 1. Why are we collecting and processing your personal data?

We collect personal data for administrative and internal business purposes at the BSF, Institute of Prion Diseases. As such key individuals within UCL will need to process your personal data relating to your access to the BSF, and regulated procedures you wish to perform. We only collect and process information that is essential for these activities.

### 2. Who do we share your data with?

The privacy of your personal data is paramount and your personal data will not be disclosed to other outside of the Institute of Prion Diseases unless there is a justified purpose for doing e.g. Home Office reporting or an inspection. Those who have access to your personal data include designated staff at the Institute of Prion Diseases including the Head of BSF, the BSF Manager and authorised staff under their supervision and the Establishment Licence Holder.

### 3. How will my personal data be stored and secured?

The Institute of Prion Diseases takes a robust approach to protecting the information it holds with dedicated and locked storage areas, secure network servers and encrypted devices. UCL also has in place information security policies and procedures to ensure personal data is kept safe and secure and accessed only by authorised users in order to perform their duties.

### 4. How long will my personal data be retained for?

Your personal data will not be kept for longer than is necessary. The length of time for which we keep your personal data will depend on a number of factors including how long you have access and perform regulated procedures, and UCL's Records Retention Policy and Schedule, which states how long certain documents should be retained for.

### 5. Your rights under the GDPR

One of the aims of the GDPR is to empower individuals and give them control over their personal data. The GDPR gives you the following rights: The right, to be **informed**; of **access**, to **rectification**, to **erase**, to **restrict** processing, to **data portability**, to **object** and rights in relation to **automated decision making and profiling**.

### 6. Updating or withdrawing the processing of your personal data

If you (i) no longer wish for the Institute of Prion Diseases to use your data (ii) would like your personal data removed or (iii) would like to update your contact details, please contact [GDPR@prion.ucl.ac.uk](mailto:GDPR@prion.ucl.ac.uk)

### 7. Who to contact if you have any questions or concerns

If you have any questions or concerns about your personal data you can contact the UCL Data Protection Officer at [l.shailer@ucl.ac.uk](mailto:l.shailer@ucl.ac.uk) or [data-protection@ucl.ac.uk](mailto:data-protection@ucl.ac.uk) Tel: 0207 679 8726. You can also contact the MRC Prion Unit at UCL, Institute of Prion Diseases: [GDPR@prion.ucl.ac.uk](mailto:GDPR@prion.ucl.ac.uk) The Information Commissioner is the regulator for GDPR and you have the right to raise concerns with the Commissioner. The Information Commissioner's Office (ICO) has a website with information and guidance: <https://ico.org.uk/for-the-public/>