

## **CPG Privacy Statement**

The Cancer Prevention and Early Detection Group (CPG) is committed to protecting your privacy.

### **Who we are**

Reference to “we” or “us” in this privacy statement means the [Cancer Prevention Group](#), researchers based in the School of Cancer & Pharmaceutical Sciences in the Faculty of Life Sciences & Medicine, King's College London.

The Cancer Prevention Group is comprised of three teams lead by Prof. Peter Sasieni;

- [The Cancer Prevention Trials Unit](#)
- [The Cancer Epidemiology & Statistics Group](#)
- [The Cancer Behavioural Science Group](#)

The CPG uses personal information on participants in research studies. If you are a patient, clinician or colleague involved in a study or project that we are working on you may wish to read this statement to understand how we use your data.

If you have any queries about the CPG or our work, please contact us:

Cancer Prevention Group  
Innovation Hub,  
Guy's Cancer Centre,  
Great Maze Pond,  
London  
SE1 9RT  
[cancerprev@kcl.ac.uk](mailto:cancerprev@kcl.ac.uk)

This privacy statement can be used in conjunction with King's College London's core privacy statement which can be found [here](#).

If you have any queries about the core privacy statement, please contact:

Information Compliance team  
King's College London -Waterloo Campus  
Room 5.20 James Clerk Maxwell Building  
57 Waterloo Road  
London  
SE1 8WA  
[info-compliance@kcl.ac.uk](mailto:info-compliance@kcl.ac.uk)

This privacy statement explains the kinds of information we may obtain from or about you when you are a patient, clinician or colleague involved in a study or project that we are working on, how we may use that information, and who we may share that information with. King's College London (KCL) respects your right to privacy and we are committed to complying with applicable data protection and privacy law in the UK.

Any personal information which you provide to us and/or which we obtain about you, will be kept secure and confidential using appropriate organisational and technical measures.

We are assessed yearly and meet the standards of the National Data Guardians, under the DSP Toolkit, registered as:

[King's College London - Cancer Epidemiology and Population Health \(EE133874-CEPH\)](#)

19/20 Standards Met – 27/03/2020

### **What is the purpose of us collecting and processing your data?**

We process your information in order to improve public health, patient treatment and/or the services that the NHS provides. Mostly we will only have data that can be linked by to you with your permission – and you will know that we have your data. Sometimes we may be given details of people so that we may contact them to see if they would like to take part in a study. In some cases, we have data on very large numbers of individuals to monitor public health interventions - In these circumstances we would not be able to identify individuals.

For more details of our research, please see our [website](#).

### **What are the requirements for us processing your data**

As data controller King's College London can process your personal information under the Data Protection Act 2018 and any subsequent legislation. We process your personal information to facilitate a study or project that you are involved in. We will process your data for one of the following reasons:

- Public Interest
- Legitimate interest
- Consent
- Contract

Data protection legislation allows us to process personal information as described in this Privacy Policy as part of the CPG research projects because they are tasks in the public interest. Where special category data is collected, processing is necessary for scientific research purposes in accordance with Article 89(1).

### **How do we collect your data?**

Direct Collection: We collect data from staff, clinicians, and participants in clinical trials. You provide some of this data directly to us or via the research team.

Indirect Collection: We also obtain data from third parties, for example, Public Health England (PHE) NHS Digital, universities and other health and research organisations to carry out our research objectives.

We will work with our service providers to ensure they make you aware, wherever possible, if your data will be shared with us.

### **What personal information do we collect?**

The types of information collected might include names, date of birth, information on your health, ethnicity, e-mail address, postal address and telephone number. The processing will take place in line with the requirements of data protection legislation.

### **Who do we share your data with?**

We will use your personal information for professional purposes only. We may need to share your information with our service providers, associated organisations, and agents for these purposes. We may want to share your information with other organisations that share our aims and objectives; and meet national & international standards for data security and protection. We will NOT share any of your personal information for marketing purposes. On rare occasions, we may be required or permitted to share personal information by law.

We make use of 3<sup>rd</sup> party data processors to provide services. These include;

- [AIMES Management Services](#) - AIMES are a Liverpool-based company who provide a secure cloud-based data analysis platform for health data research.
- [DocMail](#) – A UK based secure print, mail and online communication solutions commonly used by the NHS to contact patients.

### **How do we protect personal information?**

We use a secure network and we take appropriate measures to ensure that the information disclosed to us is kept safe, accurate, up to date and kept only for so long as is necessary for the purposes for which it is used. The Information Compliance team is consulted in the early stages on new large-scale personal information processing activities to advise how the processing activities can best adhere to data protection legislation.

Measures such as encryption, pseudonymisation, anonymisation, best practice methods or password protection are used as appropriate. If you are not familiar with this terminology, see the [ICO website](#) for clear definitions of what we mean when we refer to pseudonymisation and anonymisation.

## **How we keep your data secure in other countries?**

For the processing activities detailed in this privacy statement, data may only be transferred to other organisations within the UK, the EU (or EEA) unless the data originated outside of the EU/EEA or it is explicitly stated in the participant information.

## **Your rights**

All participants are entitled to exercise their data protection rights under certain conditions. To find out more about how the university deals with your personal information, including your rights and who to contact if you have a concern, please see the university's core privacy notice [here](#).

Requests from individuals - to access their personal information - will be managed in accordance with the Information Commissioner's Subject Access Code of Practice. To find out more information on how to make a subject access request please visit our webpage [here](#).

Where personal data is obtained from a third party, technical and organisational measures that respect the principle of data minimisation are in place. Where possible this requires that personal data is pseudonymised and the research activity is conducted without using identifiable data. In such cases, it may not be possible to disclose information and we will refer you to the relevant third party.

Individuals may withdraw their consent at any time via the contact information provided on the patient consent form. This means future processing will stop unless necessary for critical safety monitoring.

Alternatively, please contact our team: [cancerprev@kcl.ac.uk](mailto:cancerprev@kcl.ac.uk)

By providing us with your personal information you acknowledge and consent to KCL processing your personal information in accordance with the purposes as laid out in this privacy statement.

## **How long do we keep your data for?**

The university stores data about you in line with its retention and disposal schedule which can be found [here](#). We will retain personal data for 12 months past the completion date of a project unless contractually obliged or otherwise specified in the participant information.

## **Changes to your personal information**

To help ensure that your information is kept accurate and up to date, if your personal details change please notify us at [cancerprev@kcl.ac.uk](mailto:cancerprev@kcl.ac.uk).

## Data Protection Officer


The Data Protection Officer is our internal expert in data protection, they ensure that we follow the applicable data protection legislations. The Data Protection Officer for King's College London is:

Albert Chan

Assistant Director of Business Assurance (Information Compliance)

[info-compliance@kcl.ac.uk](mailto:info-compliance@kcl.ac.uk)

<b>Document Author</b>	Chris Mathews, Senior Data Manager CPG
<b>Reviewed by</b>	Charlotte Saxby, QA Manager CPTU
	Michelle Sleeth, Head of Operations CPTU

<b>Approved by:</b>	Peter Sasieni, CPG Director	
	Signature: 	Date: 10-Dec-2020