

PICANet Collaborators Privacy Notice and Fair Processing Statement

PICANet works and collaborates with a variety of professionals and public and patient involvement representatives across the UK and internationally in order to manage the implementation, commissioning and oversight of the PICANet project. This statement explains how we use personal information we hold about our collaborators.

What data are held?

We hold names and contact information for collaborators (e.g. address, email, telephone number). The majority of our collaborators are acting in a professional capacity and as such the contact details are usually work contacts.

For collaborators who have access to the PICANet Web database we also hold their PICANet Web username.

In the interests of transparency, we also maintain a register of declared interests for members of PICANet oversight committees (Clinical Advisory Group members, Steering Group members and PICS Families Group).

What are the data used for?

The contact details of collaborators are used by the PICANet Team to liaise in relation to the PICANet project. This includes sending newsletters, information relating to data status, arranging oversight meetings, validation visits and publicising the Annual Meeting and Annual Report and other associated communications.

The usernames of database users are used to manage access to the database and maintain an audit trail of access and data changes / downloads.

Where are the data held and for how long?

The data is held at the University of Leeds and the University of Leicester (who lead the PICANet collaboration) and is only accessible to PICANet team members (and designated IT systems administrators). Contact details are held for a period of 5 years after a collaborator is no longer active in their role and are then deleted. The exception to this is for users of the PICANet Web database where, in order to maintain a full audit trail, usernames, names, organisation and role are maintained indefinitely.

Sharing data with other organisations

Each year PICANet publishes a Contacts Booklet listing contact details for key Paediatric Intensive Care Unit and Critical Transport Service staff. Distribution of this is limited to members of the Paediatric Intensive Care Audit Network.

Names, roles & affiliated organisations of members of the oversight committees (Clinical Advisory Group members, Steering Group members and PICS Families Group) are made available publically (e.g. in the Annual Report and on the PICANet website). Furthermore, the register of declared interests for members of PICANet oversight committees (Clinical Advisory Group members, Steering Group members and PICS Families Group) is shared with other members of the committee and is made available externally upon request.

Otherwise, personal details of collaborators are not shared outside of the Paediatric Intensive Care Audit Network.

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What if I don't want information about me to be used?

If you wish to opt out of data processing (e.g. receiving PICANet communications) for any reason (e.g. changing role/leaving an organisation) please notify PICANet of this via the contact details below. Please note that this will usually require deactivation your PICANet Web database username (if applicable). PICANet will update their records and data will be retained in line with the retention policy outlined above.

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Who is responsible for the data?

The **Data Controllers & Processors** are:

Organisation	University of Leeds Leeds LS2 9JT	University of Leicester University Road Leicester LE1 7RH
Data Protection Officer	David Wardle T: +44(0)113 343 4452, E: d.wardle@adm.leeds.ac.uk	Parmjit Gill T: +44(0)116 229 7945 E: pg170@le.ac.uk
Data controller registration number	Z553814X	Z6551415

What is the legal basis for processing the data?

The data are needed to manage the PICANet project and as such fall under the same overarching legal basis as the PICANet project as a whole. The overarching legal basis for the project is that the data are needed to carry out a task in the public interest to ensure high standards of quality and safety of healthcare. *

What if I have concerns about the way the personal data are processed?

If wish to raise a complaint about how we have handled your personal data, you can contact our Data Protection Officers (above) 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).

<https://ico.org.uk/>

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* General Data Protection Regulation:

Article 6 (1) (e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

Article 9 (2) (i) processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of health care and of medicinal products or medical devices, on the basis of Union or Member State law which provides for suitable and specific measures to safeguard the rights and freedoms of the data subject, in particular professional secrecy.