



## **The NIHR Research Design Service for the East of England Data Protection and Privacy Statement**

*The NIHR Research Design Service for the East of England (NIHR RDS EoE) is funded by the National Institute for Health Research to provide research design advice in health and social care research in the East of England of England.*

*The NIHR RDS EoE complies fully with the Data Protection Act 1998.*

*When you contact NIHR RDS EoE we may ask you for your contact details, which include your name and a method of contact such as your address. This personally identifiable information is stored securely by the NIHR RDS EoE and only members of the NIHR RDS EoE staff are able to access this information. No personally identifiable provided to the NIHR RDS EoE will be passed on or otherwise distributed to any third party (any organisation or person outside the NIHR RDS EoE) by NIHR RDS EoE staff, except where individual consent has been sought and granted.*

*All information that you provide us with will be treated in the strictest confidence. Your contact details are collected to facilitate our advice provision.*

*NIHR RDS EoE staff may also ask you for other details which may include, for example, your occupation and the organisation at which you are employed. These details will be used for various analyses of the service and in reports to other organisations. The information presented from the analyses will be anonymous and will not be linked to any personally identifiable information.*

*If you wish to contact the NIHR RDS EoE to ensure that your contact details are correct and up-to-date or to ask for your contact information to be removed from our records, please contact NIHR RDS EoE at:*

**Central Co-ordinator  
The NIHR Research Design Service for the East of England  
University of Essex  
Wivenhoe Park  
Colchester  
Essex  
CO4 3SQ**

*Your contact information will be removed from our records, one year after the end of the NIHR RDS EoE contract period (currently one year from 31 October 2013), unless the information relates to a financial transaction when we are obliged to retain it for up to seven years for auditing purposes.*

*If we decide to change our Data Protection and Privacy Statement, we will post details of any changes on the data protection section within the Introduction section of the NIHR RDS EoE website. This will help ensure that you are always aware of what personal information we collect, how we use it, how long we will retain it for and under what circumstances, if any, we share it with other parties.*