

Dorset Innovation Hub Privacy Notice

Our contact details

Name: Dorset Innovation Hub as part of University Hospitals Dorset

Address: Cornelia House (C01-32), Poole Hospital site, Longfleet Road, BH15 2JB

Phone Number: 0300 019 8125

E-mail: dorsetinnovationhub@uhd.nhs.uk

Date privacy notice completed: 04 December 2023

This privacy notice concerns our processing of personal data of past, present, and prospective attendees of Dorset Innovation Hub training and events. It explains how Dorset Innovation Hub collects, uses, and shares your personal data, and your rights in relation to the personal data we hold.

University Hospitals Dorset, as hosts of the Dorset Innovation Hub, is the data controller of your personal data and is subject to the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. The privacy notice for University Hospitals Dorset can be found on their website via the following link: [Privacy policy | Cookie policy | University Hospitals Dorset \(uhd.nhs.uk\)](#)

The Dorset Innovation Hub needs to collect, process, and use personal data (information) for a variety of purposes about those who express an interest in attending our training and events and for those who do attend our training and events.

The Dorset Innovation Hub takes the matter of data security and protection extremely seriously. The personal data you provide to us during the booking and attendance process is securely held by University Hospitals Dorset (as hosts of the Dorset Innovation Hub) and will be treated confidentially.

The type of personal information we collect

To support our training and events, we currently collect and process the following information:

- Personal identifiers, contacts, and characteristics (for example, name, contact details, job title and organisation)

- Information on any access requirements (for example, impaired vision, motor difficulties and deafness or impaired hearing)
- Information on any dietary requirements for catered events

How we get the personal information and why we have it

The personal information we process is provided to us directly by you for one of the following reasons:

- To enable attendance at our training and events
- Provision of evidence of completion of training or event attendance
- Inclusion as part of our Innovation Community in our FutureNHS workspace
- Registration for receipt of the Dorset Innovation Hub newsletter

We use the information that you have given us in order to:

- Communicate effectively with you regarding the relevant training or event
- Provide certificates and resources relevant to the specified training or event
- Support health, safety and welfare requirements
- Provide access to our Innovation Community in our FutureNHS workspace
- Provide a copy of the Dorset Innovation Hub newsletter

We may share this information with the CPD Certification Service to enable provision of a CPD Certificate where relevant to training or event.

The third-party booking platform Eventbrite may also be used to support the administration of training and events.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting dorsetinnovationhub@uhd.nhs.uk

How we store your personal information

Your information is securely stored.

University Hospitals Dorset (as host for the Dorset Innovation Hub) uses appropriate technologies and procedures to protect personal information. Information security policies and procedures are reviewed regularly and updated as necessary and are responsive to changes in technology and regulatory requirements.

The Dorset Innovation Hub will keep personal information provided to support training and events for a period of 2 years from the date of completion of the training or event. At this point, the information will be manually deleted from the relevant secure space where it is stored.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to withdraw consent to processing - You have the right to withdraw consent to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at dorsetinnovationhub@uhd.nhs.uk if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to University Hospitals Dorset at:

Information Governance Department
University Hospitals Dorset
Castle Lane East
Bournemouth
Dorset
BH7 7DW

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>