

UK CARDIO-IMID Partnership Data Protection Notice

This notice provides information about the use of personal information for those that provide information to the UK CARDIO-IMID Partnership as part of our Educational Platform training programme and Partnership conferences. If you fall into this category, you are the “data subject” for the purposes of this notice.

1. What is ‘personal information’ (also known as a personal data)?

‘Personal information’ means any information about you from which you can be identified from that information alone or taken together with other information. It does not include data where your identity has been removed and where you can no longer be identified (anonymised data). It is defined in Article 4 of the UK General Data Protection Regulation.

2. Who will process my personal information?

This notice explains how the UK CARDIO-IMID Partnership will hold and process your personal information. It is the Data Controller for this information as defined by the UK General Data Protection Regulation (UK GDPR) and Data Protection 2018 (DPA 2018).

3. What personal information will you process?

As part of the educational programme and Partnership conferences you are engaged with, the UK CARDIO-IMID Partnership may collect the following information:

- 3.1. Personal contact details such as name, title, addresses, telephone numbers, and professional or occasionally personal email addresses
- 3.2. Images, video and audio recordings collected as part of the recording process for UK CARDIO-IMID conferences
- 3.3. Employment related information related to the institution or organisation you currently work for
- 3.4. Details of your experience, education and training, references and other information included in a CV

4. What is the purpose of the processing under data protection law?

We will only use your personal information when the law allows us to do so by providing a legal basis or valid condition. Most commonly, we will use your personal information in the following circumstances:

- 4.1 Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

We may also use your personal information in the following situations, which are likely to be rare:

- 4.2 Where we need to protect your vital interests (or someone else's interests).
- 4.3 Where it is needed in the public interest or for official purposes

5. Can you provide examples of processing?

Examples of the reasons or purposes the University will process your personal information include the following:

5.1 To produce anonymised engagement metrics to assess the success of the Educational Platform

5.2 To include recordings from UK CARDIO-IMID conferences on the UK CARDIO-IMID Educational Platform, UK CARDIO-IMID Website (www.ukcardioimid.co.uk) and UK CARDIO-IMID YouTube Channel (<https://www.youtube.com/@UKCARDIOIMID>) to promote shared learnings in the field of cardio-rheumatology for public benefit

5.3 To communicate effectively with you by post, email or phone in relation to relevant training and development opportunities available through the Partnership. Where appropriate you will be given an opportunity to opt out of receiving these communications

5.4 To invite you to participate in surveys and to compile statistics and conduct research for internal and statutory reporting purposes

5.5 To fulfil and monitor our responsibilities under equalities, and public safety legislation and to monitor the effectiveness of the Equality and Diversity strategy

6. Will you collect and process Special Category personal information?

Special category personal data is defined in the UK GDPR and DPA 2018 as racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health or sex life and sexual orientation, genetic data and biometric data which is processed to uniquely identify a person. Any personal information relating to criminal convictions and offences must also be processed with additional protections. The UK CARDIO-IMID Partnership will not collect any special category data relating to users of the Educational Platform and conference attendees/presenters.

7. Who will my personal information be shared with?

Your personal information is shared as permitted or required by law, on a considered and confidential basis, with a range of internal teams and external organisations, including the following:

7.1 The core UK CARDIO-IMID Partnership Operations team

7.2 Users of the UK CARDIO-IMID Educational Platform and individuals accessing the UK CARDIO-IMID website and/or UK CARDIO-IMID YouTube Channel to view conference recordings only. Personal information to be shared in these circumstances shall be limited to: names, images, employment related information related to the institution or organisation you currently work for and video and audio recordings

7.3 The University of Manchester's professional advisors (on behalf of the UK CARDIO-IMID Partnership)

7.4 Auditors

7.5 External IT service providers for the UK CARDIO-IMID Partnership

7.6 We may disclose your name if this appears in information to be disclosed in response to a Freedom of Information request

In addition to the above, we may publish or disclose any personal information about you to external enquirers or organisations if you have requested it or consented to it, or if it is in your vital interests to do so (e.g. in an emergency situation).

8. How does the UK CARDIO-IMID Partnership protect personal information?

The University of Manchester (on behalf of the UK CARDIO-IMID Partnership) takes the security of your data seriously. We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions, and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so. Your personal information is created, stored and transmitted securely both in paper format and in bespoke databases.

9. What are my rights in connection with my personal information?

Under certain circumstances, by law you have the right to:

- 9.1. Request access to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- 9.2. Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- 9.3. Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing.
- 9.4. Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- 9.5. Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- 9.6. Request the transfer of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the Data Protection Officer at the University of Manchester (acting on behalf of the UK CARDIO-IMID Partnership) by making a request to dataprotection@manchester.ac.uk. You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another

appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

If you would like to exercise any of these rights, you should contact the University Data Protection Officer by email: dataprotection@manchester.ac.uk. Alternatively, you can write to The Information Governance Office, University of Manchester, Christie Building, Oxford Road, Manchester M13 9PL. Further information about your rights is available from the University Information Governance Office.

10. How long is my information kept?

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. Details of retention periods for different aspects of your personal information are available in the University of Manchester's Records Retention Schedule.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you. Once your involvement with the UK CARDIO-IMID Partnership has ended, we will retain and securely destroy your personal information in accordance with our data retention policy and applicable laws and regulations.

11. Who can I contact if I have any queries?

If you have any questions about how your personal information is used by the University of Manchester (acting on behalf of the UK CARDIO-IMID Partnership) as a whole, or wish to exercise any of your rights, please consult the University's data protection webpages. If you need further assistance, please contact the University's Data Protection Officer, (dataprotection@manchester.ac.uk).

12. How do I complain?

If you are not happy with the way your information is being handled, or with the response received from us, you have the right to lodge a complaint with the Information Commissioner's Office at Wycliffe House, Water Lane, Wilmslow, SK9 5AF.

13. Are changes made to this notice?

This notice was last updated in January 2026. We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.