



**National Institute for  
Health Research**

## Research Design Service South West

### Data protection and privacy

---

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

The RDS South West complies fully with the General Data Protection Regulation (GDPR) and the UK Data Protection Act.

When you contact the RDS South West 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 RDS South West and only members of the RDS South West staff are able to access this information. No personally identifiable information provided to the RDS South West will be passed on or otherwise distributed to any third party (any organisation or person outside the RDS South West) by RDS South West 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. RDS South West 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.

#### **Registering your interest in RDS South West events**

You can register your interest in RDS South West events on our website and join our distribution list. You can also opt-in to receive further emails about RDS events and services. We will ask you for your contact details which include your name and email address.

This personally identifiable information is stored securely by the RDS South West and only members of the RDS South West staff are able to access this information. You can change your mind at any time and unregister by emailing us at [rds.sw@nihr.ac.uk](mailto:rds.sw@nihr.ac.uk)

#### **Subscription**

Subscription applies to the RDS South West monthly eBulletin. The information you give will be used solely for the purpose specified at the time of collection and will be passed to a mailing house which will distribute the eBulletin on behalf of the RDS SW. The data cannot

be accessed except by those specified above. The RDS SW will solely collect data which is required for the purpose for which it is requested, or which will help to provide a more valuable service for the user.

### **Unsubscribing**

Anyone subscribing to receive the RDS South West monthly eBulletin can unsubscribe from receiving such information at any time either by following the unsubscribe link contained in the eBulletin, or by emailing [rds.sw@nihr.ac.uk](mailto:rds.sw@nihr.ac.uk)

### **Other information**

If you wish to contact the RDS South West 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 RDS South West at:

Research Design Service South West, Research Office, The Old Building, Musgrove Park Hospital, Taunton, Somerset, TA1 5DA,  
Telephone: 01823 342792. Email: [rds.sw@nihr.ac.uk](mailto:rds.sw@nihr.ac.uk)

Your contact information will be removed from our records, one year after the end of the RDS South West contract period (currently one year from 01/10/2023), 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 our website at: [www.rds-sw.nihr.ac.uk](http://www.rds-sw.nihr.ac.uk) 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.

Please contact us if you require any further information on 01832 342792 or [rds.sw@nihr.ac.uk](mailto:rds.sw@nihr.ac.uk)

Please also see our [cookie policy](#).

Last updated: 10 May 2018