

NIHR ARC North Thames Privacy Notice (January 2026)

1. Introduction

NIHR ARC North Thames respects your privacy and is committed to protecting your personal data.

Please read this Privacy Notice carefully – it describes why and how we collect and use personal data and provides information about your rights. It applies to personal data provided to us, both by individuals themselves or by third parties and supplements the following wider [UCL privacy notice\(s\)](#):

[General privacy notice](#) when you visit UCL's website

[Student privacy notice](#)

[Staff privacy notice](#)

[Research participants for health and care purposes privacy notice](#)

We keep this Privacy Notice under regular review. It was last updated on 15/01/2026.

2. About us

The core operating staff at NIHR ARC North Thames (arc.norththames@arc.ac.uk) are part of the Department of Primary Care and Population Health within the UCL Institute of Epidemiology and Health Care.

UCL, a company incorporated by Royal Charter (number RC 000631), is the entity that determines how and why your personal data is processed. This means that UCL is the 'controller' of your personal data for the purposes of data protection law.

3. Personal data that we collect about you

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

We may collect, use, store and transfer different kinds of personal data about you. This may include:

- Your name and contact details;
- ‘Special category’ data about you (this may include details about your race or ethnicity, religious or philosophical beliefs, sexual orientation, information about your health etc.);
- Information about your academic and career history;
- Accessibility needs.

4. How we use your personal data

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- **Administering fellowships and funding** – including processing applications, awarding and managing grants, monitoring progress and reporting on outcomes.
- **For supporting and managing our staff** – for example employment, training, internal communications.
- **Working with public contributors** – involving you in research design and evaluation and reimbursing your contributions. As funding for this programme is ending 31st March 2026, we may also use contact details to support continuity of appropriate public involvement activity within UCL.
- **Providing and managing training** – including processing registrations, delivering courses, monitoring attendance, and evaluating training.
- **Collecting equality, diversity and inclusion (EDI) monitoring data** – to understand who we work with, to identify and address barriers to

participation, and to improve the inclusivity of our work. Providing this information is voluntary and any reporting is done in an aggregated and anonymised form.

- **Communications and engagement** – keeping you informed about opportunities, events, and relevant organisational updates. To help you with your enquiry.

Where the processing is based on your consent, you have the right to withdraw your consent at any time by contacting us using the details set out below. Please note that this will not affect the lawfulness of processing based on consent before its withdrawal.

We may also use anonymised data, meaning data from which you cannot be identified, for the purposes of:

- Service evaluation;
- Education and research; or
- Promotional purposes.

Anonymised data may also be used in published reports or journals and at conferences.

5. Who we share your personal data with

Your personal data will be collected and processed primarily by our staff. Access to your personal information is limited to staff who have a legitimate need to see it for the purpose of carrying out their job. We may have to share your personal data with the parties set out below for the purposes outlined in section 4:

- The National Institute of Health and Care Research (our funder who we also report to)
- Barts Heath NHS Trust (our host NHS trust who hold our funding)
- Members organisations of the Applied Research Collaboration North Thames for whom ARC NT staff work :
 - City St George's, University of London
 - London School of Economics and Political Science (LSE)

We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow our third party service providers to use your personal data for their own purposes – we only permit them to process your personal data for specified purposes and in accordance with our instructions.

As funding for this programme is ending 31st March 2026, some public contributor contact details may be securely transferred to a successor role, project or team within University College London (UCL), where this is necessary to support continued public involvement activities. Contact details will not be shared outside UCL or used for unrelated purposes. Public contributors will be given the opportunity to opt out of any transfer of their contact details.

6. Lawful basis for processing

Data Protection Legislation requires that we meet certain conditions before we are allowed to use your data in the manner described in this notice, including having a "lawful basis" for the processing. The basis for processing will be as follows:

- Consent. You have given us your consent for processing your personal data.

For special category personal data, the following lawful bases for processing will be used:

- Public task. The processing of your personal data may be necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in us.

7. International transfers

We do not transfer your personal data outside the European Economic Area (EEA).

8. Information security

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. We have established procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

9. Data retention

We will only retain your personal data 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.

10. Your rights

Under certain circumstances, you may have the following rights under data protection legislation in relation to your personal data:

- Right to request access to your personal data;
- Right to request correction of your personal data;
- Right to request erasure of your personal data;
- Right to object to processing of your personal data;
- Right to request restriction of the processing your personal data;
- Right to request the transfer of your personal data; and
- Right to withdraw consent.

If you wish to exercise any of these rights, please contact the [Data Protection Officer](#).

11. Contacting us

If you have a query or request you can contact the NIHR ARC North Thames up to 31st March 2026 at arc.norththames@ucl.ac.uk. After this date you can contact Professor Rosalind Raine on r.raine@ucl.ac.uk or UCL by

telephoning +44 (0)20 7679 2000 or by writing to: University College London, Gower Street, London WC1E 6BT.

Please note that UCL has appointed a Data Protection Officer. If you have any questions about this Privacy Notice, including any requests to exercise your legal rights, please contact our Data Protection Officer using the details set out below:

Data Protection & Freedom of Information Officer

data-protection@ucl.ac.uk

12. Complaints

If you wish to complain about our use of personal data, please send an email with the details of your complaint to the [Data Protection Officer](#) so that we can look into the issue and respond to you.

You also have the right to lodge a complaint with the Information Commissioner's Office (**ICO**) (the UK data protection regulator). For further information on your rights and how to complain to the ICO, please refer to the [ICO website](#).