

Your Data, Your Rights

*A guide to your data protection rights as a
student of DREEM*

How to use this guide

DREEAM which is a service within Nottingham University Hospitals (NUH) NHS Trust collects and stores information about you. This can include your contact details, your photo, coursework, progress and attendance. This information is necessary to ensure that we can support you during your training/course/placement, meet contractual requirements if your course is linked to a University, and provide you with the best student experience.

The law:

In collecting and storing your information, DREEAM has to follow the law to protect your privacy by managing your data securely and fairly. We need to make sure information related to you is accurate, kept only as long as it is needed and only used for the right reasons. The laws are the General Data Protection Regulation (EU) 2016 (GDPR) and the Data Protection Act 2018.

This guide explains your rights under these laws and how to exercise them.

Our commitment to you

There are a number of data protection rights for students. DREEM is a service of Nottingham University Hospitals (NUH) NHS Trust. We make the following commitments about the data we keep about you and the way that we protect it. We will:

- Keep the right information to provide services and fulfil our legal responsibilities to you.
- Keep your records safe, secure and accurate.
- Only keep your information as long as necessary.
- Collect, store and use the information you provide to the data protection standards and the laws that govern data protection.
- Comply with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, which requires that the way we manage your personal data is fair, lawful and transparent.

Why do we keep your data?

If we don't have up to date information about you, it may affect our ability to deliver your training, course or placement requirements. We hold information about you in order to be able to:

- Deliver your training, course or placement.
- Confirm who you are when we contact you, or when you contact us.
- Check the quality of your training, course or placement.
- Help investigate concerns or complaints that you or your employer may have.
- Meet contractual requirements if your course is linked to a University.

Taking care of your data

We hold your data securely whether it is on paper or electronic. There are strict safeguards in place to protect your data and how it is used. We only keep your information for the time that we need it.

Sharing your data

We do not share your personal data with commercial companies or third parties.

We do share your data with:

- Other academic organisations who are partners in the delivery of your training, course or placement – for example a University.
- Your employer if the training, course or placement has been arranged through them.

We will tell you if we need to share your data with other organisations. In some cases, the law requires us to share personal data – for example, if the information is needed for a complaint or court case.

Where we do share your data, there are legal agreements in place to safeguard your information.

Your rights

You have certain legal rights, including a right to have your information processed fairly and lawfully and a right to access any identifiable information we hold about you.

You have the right to privacy and to expect DREEM at Nottingham University Hospitals (NUH) NHS Trust to keep your information confidential and secure.

You also have a right to request that your confidential information is not used beyond your training, course or placement and to have your objections considered.

If you want to know more

If you have any concerns about how we keep and manage your personal information, please discuss this with a member of the DREEM Team delivering your training, course or placement.

The full GDPR policy for Nottingham University Hospitals (NUH) NHS Trust is available on the NUH website here: <https://www.nuh.nhs.uk/privacy-and-cookies>

Further details of your rights and the process for the following, can be accessed from our **Your Rights** document on the NUH website here: <https://www.nuh.nhs.uk/gdpr>

- The right to be informed
- The right of access
- The risk of rectification
- The right to erasure
- The risk to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling

Contacts for more information about your rights

Nottingham University Hospitals Data Protection Administration

Post: Data Protection Officer, Data Protection Administration Office,
Nottingham University Hospitals, Queen's Medical Centre, Derby Road,
Nottingham, NG7 2UH

Tel: (0115) 924 9924 Extension 63975

Email: dpo@nuh.nhs.uk

Information Commissioner

If after exhausting our internal processes you believe that we have not complied with the data protection legislation you may wish to seek advice from the Information Commissioner.

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

Fax: (01625) 524510

Tel: (01625) 545700

Email: mail@ico.gsi.gov.uk