



# Privacy Notice

## **Introduction**

This is a statement of the practices of the We Can Quit2 research study, Institute of Population Health, Public Health and Primary Care, Trinity College Dublin, The University of Dublin (the "University") of Russell Centre, Tallaght Cross, Dublin 24, Ireland in connection with the capture of personal data on this We Can Quit2 Online Registration Form and the steps taken by the University to respect your privacy.

The University fully respects your right to privacy and actively seeks to preserve the privacy rights of those who share information with the University. Any personal information which you volunteer to the University will be treated with the highest standards of security and confidentiality, in accordance with Irish and European Data Protection legislation. From 25 May 2018, we shall process your personal data in accordance with the General Data Protection Regulation (EU) 2016/679.

The privacy notice explains the following

- How we collect and use your personal data?
- The purpose and legal basis for collecting your personal data
- How we store and secure personal data?
- Details of third parties with whom we share personal data
- What are your rights?

## **How we collect your personal data?**

The data we collect from you will be used by the University only in accordance with the purposes outlined in this privacy notice. We will collect your data in the following manner:

Your data will be collected by electronic form. We will keep all your information confidential. We will replace your name with a code and store your name separately from your other data. Only the Trinity Research Team will hold the key to the code. Your data will not be used in future unconnected research without your consent.

The data collected in this form will be shared with the following areas of the University:

The Principal investigator for the purpose of oversight, the named Research Administrators and Study Co-ordinator for the purpose of data collection and the Study Co-ordinator and Research Assistants for the purpose of data processing.

If you have any queries or complaints in relation to the use of your personal data, you can contact the Data Protection Officer for the University as follows:

Data Protection Officer  
Secretary's Office, Trinity College Dublin,  
Dublin 2, Ireland.  
[dataprotection@tcd.ie](mailto:dataprotection@tcd.ie)

### **The purpose and legal basis for collecting your data**

The data we collect about you will be used to contact you for recruitment to the study and provide us with information on whether you might be eligible to participate in the study. Your data on how you heard about the programme and who completed the form will help us with the future recruitment of participants.

The University will ensure that your data is processed fairly and lawfully in keeping with the principles of data protection. For the purposes outlined in this privacy notice your personal data will be processed on the basis of consent. By submitting the online registration form, you consent to the use of your data as outlined in this privacy statement.

### **How we store and secure your data**

Any data we collect from you will be stored confidentially and securely as required by the University Information Security Policy. The University is committed to ensuring all accesses to, uses of, and processing of University data is performed in a secure manner.

In keeping with the data protection principles we will only store your data for as long as is necessary. For the purposes described here we will store your data for ten years in line with Trinity College data storage policy.

When we store your personal data on our systems the data will be stored either on the University premises or on secure IT platforms within the EEA which are also subject to European data protection requirements.

### **Details of third parties with whom we share personal data**

The University will share your data with third parties where necessary for purposes of the processing outlined here. The University will share your data with the following third parties:

Edinburgh Napier University in the United Kingdom for the purpose of data analysis. Only data that have been pseudonymised, i.e. where your name and contact details have been replaced by a code, will be shared with Edinburgh Napier University. All files that will be shared between Trinity College Dublin and Edinburgh Napier University will be encrypted to ensure secure transfer.

When we share your data with the third parties outlined here the University will ensure that the data is only processed according to our specific instructions and that the same standards of confidentiality and security are maintained. Once the processing of the data is complete any third parties with whom data was shared will be required to return the data to the University save where they are required to retain it by law.

## **What are your rights?**

You have the following rights over the way we process your personal data.

### **Right of Access**

You have the right to request a copy of the personal data we are processing about you and to exercise that right easily and at reasonable intervals.

### **Consent**

You have the right to withdraw your consent where that is the legal basis of our processing.

### **Rectification**

You have the right to have inaccuracies in personal data that we hold about you rectified.

### **Erasure**

You have the right to have your personal data deleted where we no longer have any justification for retaining it subject to exemptions such as the use of pseudonymised data for scientific research.

### **Object and Restrict**

You have the right to object to processing or restrict the processing of your personal data if:

- The processing is based on public interest or in order to pursue a legitimate interest
- The personal data was processed unlawfully;
- You need the personal data to be deleted in order to comply with a legal obligations.

### **Portability**

Where it is technically feasible you have the right to have a readily accessible machine-readable copy of your data transferred or moved to another data controller where we are processing your data based on your consent and if that processing is carried out by automated means.

### **Contact**

If you have any queries relating to the processing of your personal data for the purposes outlined above or you wish to make a request in relation to your rights, you can contact:

Principal Investigator Prof Catherine Hayes at [HAYESC9@tcd.ie](mailto:HAYESC9@tcd.ie).

### **Details of third parties with whom we share anonymised (non-personal) data**

Once the project is completed, your data will be anonymised to be shared with the Irish Social Science Data Archive (ISSDA) based in University College Dublin in Ireland, with the purpose of making data available for future tobacco or related health research. The anonymisation process involves deleting from the dataset your personal data (name and contact information) and removing or editing other information (such as your occupation or education level) to ensure that you cannot be directly or indirectly identified. Allowing other researchers to reuse anonymised data maximises the impact of research, and benefits both the scholarly community and society in general.

## **Making a complaint**

If you wish to make a complaint or escalate an issue relating to your rights you can contact the Data Protection Officer at [dataprotection@tcd.ie](mailto:dataprotection@tcd.ie).

Finally if you are not satisfied with the information we have provided to you in relation to the processing of your data you can also make a complaint to the Data Protection Commissioner via the link in their website [Making a Complaint to the DPC](#).