

University of Bristol Privacy Policy for the project:

“Visual outcomes of neuro-ophthalmology patients attending Bristol Eye Hospital”

Contact details of the data controller

Name: University of Bristol

Address: Beacon House, Queens Road, Bristol BS8 1QU

Phone Number: 0117 928 9000

Website: www.bristol.ac.uk

The name and contact details of the data controller's representative

Dr Denize Atan; Denize.Atan@bristol.ac.uk

The contact details of the data controller's data protection officer

Henry Stuart, Information Governance Manager & Data Protection Officer, Secretary's Office, Senate House, Tyndall Avenue, Bristol, BS8 1TH; Henry.Stuart@bristol.ac.uk

The purposes of the project: how we access personal information and why we have it

The study group are accessing historical data collected during the routine clinical care of patients who have attended neuro-ophthalmology clinics at Bristol Eye Hospital.

The aim of the study is to analyse the visual outcomes of patients attending the neuro-ophthalmology clinics at Bristol Eye Hospital from 2015 to the present date. The purpose of the research is that we and health professionals at other hospitals can benefit from the lessons learnt by analysing this data.

Only anonymized patient level data will be used for analysis. Hospital IDs will be used to link data across different electronic databases that are used to support the standard clinical care of patients at the Bristol Eye Hospital and then deleted before data analysis. The primary outcome measures of the study are visual function, ocular motility and imaging of the visual pathways.

No data will be used for commercial purposes and only aggregated data will be provided to third parties (e.g., in preparing reports for publication).

The lawful basis for processing personal information

Under the General Data Protection Regulation (GDPR), the lawful base we rely on for processing this information is performance of a task by a public organization in the public interest (Article 6(1)e of the Data Protection Act 2018). The lawful basis of access to special category data is article 9(2)j of the GDPR.

Your data protection rights

All opt-outs reported through the National Disease Registration Service will be respected. As data accessed by the study team will be anonymized, it will not be possible for the study team to provide access, rectify or erase an individual's data.

The type of personal information we collect

We will process the following information to link information between electronic databases held by the Trust:

- Trust Hospital number

Only anonymized patient-level data is being used for analysis.

How we store your personal information

Your personal information is stored by NHS Trust servers to support your routine clinical care. This information will only be accessed by clinicians who are responsible for your clinical care and will not leave the Trust.

For the research study, information collected about you and other patients attending the neuro-ophthalmology clinics will be anonymized before analysis. We will keep anonymized data for up to 15 years following study completion to ensure all statistical analyses are completed, available through peer review, and published. We will then dispose of your information in accordance with GDPR.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to the Information Governance & Data Protection Officer at the University of Bristol (see above).

You can also complain to the ICO if you are unhappy with how we have used your data. The ICO's address is:

Information Commissioner's Office

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>