

## **Privacy Policy: York St John University Patient and Public Involvement (PPI) Network**

Last Updated: 05/02/2026

At York St John University, we are committed to safeguarding the privacy and confidentiality of individuals engaging with our Patient and Public Involvement (PPI) Network. This Privacy Policy outlines how we collect, use, and protect your personal information in accordance with applicable data protection laws, including the General Data Protection Regulation (GDPR) in the UK.

### **1. Information Collection:**

We may collect the following types of information when you engage with the PPI Network:

- Personal Information, including your name and contact details (such as your email address and telephone number).
- Information related to your participation in PPI activities, such as communication preferences and engagement history.

### **2. How We Use Your Information:**

We use the collected information for the following purposes:

- To facilitate your engagement in PPI activities and communicate relevant information about upcoming opportunities.
- Once you have indicated your interest in a specific opportunity, we will, with your consent, pass your contact information on to the lead researcher of the project to co-ordinate your activity.
- To send updates, invitations, and other relevant communications related to PPI activities.

No personal information about you will be used in any reports, media communications, or other news/updates without explicit consent.

### **3. Data Security:**

We implement security measures to protect your personal information from unauthorised access, disclosure, alteration, and destruction. Access to your data is restricted to authorised personnel only through secure university logins that utilise multi-factor authorisation.

### **4. Data Sharing:**

We do not sell, rent, or share your personal information with third parties for marketing purposes. Your data will be shared within York St John University to the lead researchers of projects for the purposes outlined in this Privacy Policy. We will not do this without your written consent.

### **5. Collaborator Removal:**

You have the right to be removed from the PPI Network at any time. Please contact us at [a.woodward1@yorks.ac.uk](mailto:a.woodward1@yorks.ac.uk) to exercise this right.

### **6. Access and Correction:**

You have the right to access and correct your personal information. Please contact us if you wish to review or update the information we hold.

### **7. Consent:**

The UK GDPR requires us to establish a legal basis for processing your information. For the purpose of this privacy notice the processing is covered under UK GDPR Article 6 (1)(a) where processing is based on consent and the controller shall be able to demonstrate that the data subject has consented to processing of their personal data.

By filling out the PPI Network Sign-up form and submitting your electronic consent, you give permission for the collection and processing of your information as outlined in this Privacy Policy. Once you have indicated interest in a specific opportunity, we will seek additional written consent before we pass your contact details on to lead researchers to facilitate your engagement.

If you express interest in a PPI opportunity, you may be asked further questions by researchers coordinating the activity to confirm that you meet any inclusion criteria. These questions may involve the processing of special category personal data, such as information about your health or medical history. This information will only be requested where necessary to determine suitability for the specific PPI activity and will not be used for research purposes unless you later agree to participate under separate arrangements.

The University will process this information on the basis of your consent under Article 6(1)(a) UK GDPR, and your explicit consent under Article 9(2)(a) UK GDPR for special category data. Providing this information is entirely voluntary, and you may withdraw your consent at any time before or during this process. Withdrawal will not affect your ability to remain a member of the PPI Network.

Information provided for screening will be shared only with relevant researchers involved in coordinating that opportunity. It will be used solely for determining eligibility and will not be retained, recorded in project datasets, or used for any other purpose beyond the selection process. All information will be handled in accordance with the University's data protection policies.

#### **8. Referral to York St John University Data Protection policies:**

For more detailed information regarding data handling and privacy practices, you may refer to the [York St John University Data Protection policies](#), available on the university's official website.

#### **9. Changes to the Privacy Policy:**

We may update this Privacy Policy periodically. Any changes will be posted on the university website PPI Network pages.

#### **10. Contact Information:**

For any questions, concerns, or requests regarding your privacy, please contact:

Amie Woodward, Email: [a.woodward1@yorks.ac.uk](mailto:a.woodward1@yorks.ac.uk)