

Privacy statements

This document explains how the NETSCC uses any information you give to us, and the ways in which we protect your privacy.

The Data Protection Act

The Department of Health, National Institute for Health Research (DH NIHR) is the Data Controller under the Data Protection Act 1998 ('the Act'). Under the Data Protection Act, we have a legal duty to protect any information we collect from you. You should be aware that information given to us might be shared with other DH NIHR bodies for the purposes of statistical analysis and other DH NIHR management purposes. Applicants may be assured that DH NIHR is committed to protecting privacy and to processing all personal information in a manner that meets the requirements of the Act.

If you use standard e-mail for communication with NETSCC, this will not be protected and you should be aware that NETSCC cannot guarantee that it remains confidential whilst in transit.

The different ways we collect and use your personal information are as follows:

Funding opportunity email alerts

Your name and address are held on a database on our password protected network, which is only available to NETSCC staff.

You will be sent emails as and when new funding opportunities are available. On occasion we might send you information about other NETSCC funding opportunities that might be of interest.

We reserve the right to remove you from this list if you do not keep us informed of any changes of address.

Monthly email bulletin list

If you subscribe, your email address will be held in MajorDomo software at the University of Southampton. The list of subscribers is only available to senior IT staff at the University and specified staff at the NETSCC and is not passed on to third parties.

You will be sent a monthly email containing details of new projects, publications and news about the HTA programme and closely related research activities. On occasion we may need to send you special bulletins in addition to the monthly one.

We reserve the right to remove you from the monthly email bulletin list if you do not keep us informed of any changes of email address.

Email alerting system

Your name, email address and the details you provide about your work area are held on a database on the HTA website and are not released to third parties.

We may summarise the information provided by subscribers about work and areas of interest, in order to get a picture of how our website is being used. We update our web information weekly and will send you a brief email if there are any new projects or publications in the areas you have selected. On occasion we may need to email you about special situations or about the running of the alerting system.

We reserve the right to remove you from the email alerting subscribers' list if you do not keep us informed of any changes of email address.

Submitting a research question to the HTA programme

Your name, email address, and organisation details will be held on an electronic database for use by NETSCC in shortlisting research questions to take forward into the relevant programme. In certain circumstances we may need to contact you to clarify points in your suggestion.

Your suggestion and your contact details may be shared with the Department of Health and the National Institute for Health and Clinical Excellence.

Otherwise, these details will be kept confidential and your address details and email address will not appear on this website although the text of your suggestion will be kept on the website with other recent suggestions for others to view.

Contributing to our discussion forum

We require your name and email address or other contact details so that we can verify your identity. We will not publish your name and email address on our discussion forum pages unless you give us permission to do so by ticking the box on the relevant web page.

Ordering HTA on DVD

Your name and address will be passed to our despatch agents who require it for the purpose of sending you the DVD. Your details will not be passed onto third parties and will be deleted after 5-6 months. Our despatch agent has signed a confidentiality agreement with us.

Ordering an HTA publication

Your name and address will be passed to our despatch agents who require it for the purpose of fulfilling your order. Your details will not be passed onto third parties and will be deleted after 5-6 months. Our despatch agent has signed a confidentiality agreement with us.

Vignette experts

The details you supply are held on an electronic database on our password protected network for use by the NETSCC in the management of peer review tasks. Vignette experts' comments are used in confidence by the panel researcher and consultant advisor in order to revise the vignette.

Your name and institution details are credited at the end of the vignette which goes in confidence to the relevant panel to aid the decision-making process about which topics to prioritise. Occasionally, vignettes are released to a third party or government department, but under these circumstances the name and institution details of the vignette experts are removed.

Additionally, the names of HTA experts are acknowledged annually on the HTA website and are placed on mailing lists to receive electronic monthly email bulletins and funding opportunities alerts. You can, of course, request that your details are removed from the database at any time.

Referees

Your name and address are held on a database on our password protected network which is available to NETSCC staff only. To keep you in touch with the programme, your details are placed on mailing lists to receive our electronic monthly email bulletin and funding opportunities alerts.

Your name and institution/organisation details are passed in confidence to:

- (full proposals) members of the Commissioning Board (and your anonymised comments are forwarded to applicants as part of the research commissioning process and to fellow referees)
- (draft reports) members of the Editorial Board (and your anonymised comments are forwarded to report authors as part of the research editorial process and to fellow referees)

Otherwise, we do not pass your address details onto third parties. Annually we email you and provide a reply sheet for you to amend your address details or to ask to be removed from the database if you so wish.

The names (but no institution or contact details) of all referees who advise the programme within the calendar year are acknowledged in the relevant section of the HTA website.

We reserve the right to remove you from this database if you do not keep us informed of any changes of address.

Potential referees

On occasion, we collect or receive the contact details of people who have been recommended or may be interested in refereeing for NETSCC programmes.

We contact the people in this 'potential referees' group to see if they are interested. When we contact people in this group we provide a reply sheet for them to amend their address details or to ask to be removed from the group/database if preferred.

If your name and address details are collected in this way they will be held on a database on our password protected network which is available to NETSCC staff only. We do not pass your address details on to third parties.

Applicants for funding

Applicants for funding should be aware that information contained in their application might be shared with other DH NIHR bodies for the purposes of statistical analysis and other DH NIHR management purposes, including targeted communications with selected groups of researchers. Applicants may be assured that DH NIHR is committed to protecting privacy and to processing all personal information in a manner that meets the requirements of the Act.