

## Privacy Notice for RECOVERY Trial staff

This Privacy Notice is provided to comply with the General Data Protection Regulation (GDPR) 2018 and other relevant regulation. It aims to inform you how we will use, store and process personal data about you in connection with the RECOVERY trial.

### Who is responsible for your data?

The University of Oxford is the data controller with respect to the processing of your personal data for the purposes of the RECOVERY trial. The Information Commissioners Office (ICO) registration number for the University of Oxford is Z575783X.

### Types of data

In connection with the RECOVERY trial, the personal data that we process could include:

- Your name
- Your email address
- Your site location
- If relevant, processing of personal data arising from your use of the RECOVERY website (e.g. IP addresses and information gathered through cookies)

### Purposes for which we process your personal data

We are processing your personal data for the purposes of conducting the RECOVERY trial in accordance with the protocol. This may include

- Monitoring, source data/document verification, audits, etc.
- Sharing with ethics committees/institutional review boards, governmental or regulatory authorities.

### Where we store and process your data

The data is stored on secure servers managed by the University of Oxford. We ensure that your personal data is protected against unauthorised access, unlawful use, accidental loss, corruption or destruction.

### How long do we keep your data?

We will keep your personal data for at least 25 years after the end of the RECOVERY trial. Because of planned follow-up of trial participants after the scheduled treatment period, the end date of the RECOVERY trial will not be before 2035.

### What is the legal basis for processing your data according to GDPR?

The University of Oxford is using your personal data for research purposes, it will only process personal data as necessary to undertake research that is being carried out in the public interest. Under data protection law, the “legal basis” for processing your personal data is GDPR article 6(1)(e) processing being necessary for research carried out in the public interest.

### Your rights

Full details on your rights to access and modify your personal data are available at <https://www1.admin.ox.ac.uk/councilsec/compliance/gdpr/individualrights/>.

### Complaints

If you wish to raise a complaint about how we have handled your personal data, you can contact our Data Protection Officer by email, [data.protection@admin.ox.ac.uk](mailto:data.protection@admin.ox.ac.uk), who will investigate the matter. If you are not satisfied with our response or believe we are processing your personal data in a way that is not lawful you can complain to the Information Commissioner’s Office by visiting <https://ico.org.uk/make-a-complaint/> or calling their helpline on 0303 123 1113.

### Contact us

If you would like to contact us directly for more information about how we process and protect data collected for research, please email [recoverytrial@ndph.ox.ac.uk](mailto:recoverytrial@ndph.ox.ac.uk)