

# Privacy Notice (How we use your information)

## Accessible Homes Team

### Bath out 2 research Project

The Accessible Homes team sits in Housing Services in Kirklees Council. We have been invited to take part in a research The research study is to find out whether adaptations in people's homes helps them to improve quicker."

### **The categories of information that we collect, process, hold and share include:**

Personal information such as:

- Name
- Date of birth
- Address
- Telephone number
- Next of kin/representative/carer details

### **Why we collect and hold this information**

We use this personal data to:

- To share with the study sponsors which are Newcastle University and the York Trials unit.

### **Consent**

We will ask you for your consent to take part in the study, this will initially be done in a telephone call, and the details of this consent will be recorded. If you agree to take part, we will, with your consent, pass your name and telephone number to the study sponsors – they will then contact you and they will obtain written consent.

You have the right to withdraw your consent at any time., to do so, please contact Andrew Archer on 01484 225335 or via email – [Andrew.Archer@kirklees.gov.uk](mailto:Andrew.Archer@kirklees.gov.uk)

### **Storing this information**

We will hold the information about you securely, the data being used for the research study will be kept for 10 years, in line with our retention schedule.

### **Who we share this information with**

- We will share the information with the study sponsor which is Newcastle University – they have a team who are working on this study. We will also share with the York Trials unit, who are carrying out the research

## Why we share this information

We share this information to enable the research study to commence and findings be recorded.

## Further information

If you consent to taking part in the study, you will be sent a participant information sheet, prepared by Newcastle University, which will contain all the information about your participation in the trial.

If you would like further information about this privacy notice, please contact Andrew Archer at [Andrew.Archer@kirklees.gov.uk](mailto:Andrew.Archer@kirklees.gov.uk)

If you have any worries or questions about how your personal data is handled, please contact the Data Protection Officer at [DPO@kirklees.gov.uk](mailto:DPO@kirklees.gov.uk) or by ringing 01484 221000.