

Tel. CLAS: 02380 592630

## **University of Southampton Bequeaths Programme Privacy Notice**

In completing a University of Southampton “Human Tissue Act 2004 - Bequeaths Consent Form”, you provide information about yourself (“personal data”) to the University of Southampton (the “Data Controller”) which means we decide how we hold and use your data. We comply with General Data Protection Legislation and its principles.

If you have completed the above form because you wish to donate your body for anatomical examination, education or training, and research, we will use your data to register you as a potential donor.

If you are a witness to a donor, we may use your data to contact you in the event of any queries regarding the consent provided but your data will otherwise remain stored with us.

If you, as the donor, decide to withdraw your consent, please write to us at [clas@soton.ac.uk](mailto:clas@soton.ac.uk) or to the address on your consent form. A digital version of your form will be archived for five years before being destroyed. Your hard copy form will be destroyed immediately. Following this, no further processing of your personal data will take place. This will have no effect on any processing that has occurred whilst your consent was in place.

If you are a witness to a donor, and you wish us to stop processing your data, you should contact the donor and request they fill out a new set of forms with an alternative witness. It is a legal obligation to have a record of the witness for consent for anatomical examination and therefore we cannot stop processing your data without an impact to the donor.

If we need to use your data for any unrelated purpose which is not the purpose for which it was originally given, we will seek your permissions for the new purpose.

Access to your data within the University is only provided to those who need to view it as part of their work in the purposes described in our information pack and each individual is subject to a duty of confidentiality. We will not share your data with any third parties.

If you are accepted as the donor onto the Programme, your body and personal data will be kept separate – you will be anonymised and non-identifiable. This is to protect your identity.

If we are unable to accept a donation, and we have received explicit permission from you, the donor, during life or from your nominated representative after death, non-identifiable data will be initially shared with other institutions to explore a referral to another centre. If one would accept your donation themselves, this institution will become the data controller and a copy of your consent form will be shared with them since it is a legal requirement for consent to be in place before anatomical examination, education or training, and research takes place. This also applies if you are a witness to a donor. Please be aware that the new data controller may process your information differently.

We will retain your data for as long as necessary to fulfil our purposes, including for any legal, accounting, insurance or reporting requirements.

It is important that the data we hold about you is accurate and up to date. Please notify us of any changes at [clas@soton.ac.uk](mailto:clas@soton.ac.uk) or by calling 02380 592630.

We store and use your data on University of Southampton premises in both manual and electronic formats.

You have various rights in relation to your data, you can:

- Access and obtain a copy of your data on request
- Require us to change incorrect or incomplete data
- Require us to delete or stop processing your data
- Object to the processing of your data where we are relying on our legitimate interests as the lawful basis for processing
- Ask us to stop processing your data for a period if the data is inaccurate or there is a dispute about whether or not your interests override the organisations legitimate grounds for processing data
- Request the transfer of your personal data to another party

For further information on this notice, including the rights that you hold and how you can exercise them, please see the University's Privacy Notice (<https://www.southampton.ac.uk/about/governance/regulations-policies/privacy-policy>) which also details how you can contact the University's Data Protection team. Any request will be dealt with in accordance with GDPR. Please note that we may keep a record of any communication to help us resolve any issues.