

Privacy Notice – Optometry Volunteer Patient scheme

The Data Controller of the information being collected is: The University of the Highlands and Islands (UHI), Executive Office, 12B Ness Walk, Inverness IV3 5SQ. Phone: 01463 279000.

For any queries or concerns about how your personal data is being processed you can contact the relevant Data Protection Officer at dataprotectionofficer@uhi.ac.uk

For any questions about the patient volunteer database or clinical matters please contact: ovpd@uhi.ac.uk

This privacy statement relates to the following process:

Department of Optometry volunteer patient scheme – To safely administer volunteer sessions on the optometry teaching course(s) and make payments to volunteers for their time.

Your information will be used for the following purposes:

Purpose 1: Contact interested potential volunteers with information about the scheme	To provide information to interested parties as part of establishing volunteer patient data base to support clinical teaching on undergraduate optometry programme.
Purpose 2: Sign up volunteers and add them to the volunteer list	Sign up volunteers and collect relevant details to allow them to take part safely, add their detail to the volunteer database.
Purpose 3: Select participants for activities based on their health and other demographic factors and invite them to sessions	Certain procedures are only appropriate for certain volunteers with or without health factors. In order to arrange for safe and appropriate sessions volunteers will be selected, as required, based on their health and health needs.
Purpose 4a: Administer sessions (send details, accommodate visitors, provide info on sessions etc, deliver session).	To administer sessions, including gathering informed medical consent for procedures. Record activities that have been completed for safety purposes. Data held to also include GP/ optometrist details to allow onward referral if, actual or potential, health conditions are identified during sessions.
Purpose 4b: Relevant health and demographic details will be shared with student and supervisor to allow for safe practice and appropriate safety screening.	Safe practice requires that practitioners (students or qualified optometrists) and supervisors have access to appropriate health and demographic information about patients.

Purpose 5: Identification of potential medical issues (however arising) – recorded at their professional discretion as registered clinicians.	If, during your session, the practitioner or supervisor identify any potential or actual health conditions they will pass such information to your registered GP or optometrist for follow up or noting.
Purpose 6: Students will record details of their sessions (anonymised) in their individual academic portfolio	To ensure students are able to demonstrate clinical experience obtained, including breadth of experience
Purpose 7: payment to volunteers for sessions	To enable payment of volunteers for participation. Access to bank detail information will be restricted to administrator and programme lead for purpose of finance processing.

Our legal reason for using the data is/are:

The university has a number of reasons for processing the personal data, including:

Contract: Processing is necessary for the purposes of the contract with you, that being your volunteer contract.

Public Task: The processing is necessary for the purposes of the University's public task to deliver quality education as set out in the Further and Higher Education (Scotland) Act.

Legal obligation: The processing is required for the purposes of the university meeting its legal obligations including those under; the Health and Safety at Work Act 1974 and the obligations on optometrists and optometry students registered with the General Optical Council.

The data being used includes special category (sensitive) data. We use this sensitive data under the following legal condition(s):

The processing will involve the use of your health data. This is processed as a matter of substantial public interest, that being that the processing is required of the university by statutory duty through health and safety law.

Your data will, or may, be shared with the following recipients or categories of recipient:

- Staff in the optometry department and Faculty of Science, Health and Engineering, including registered optometrists and relevant support and academic staff.
- Students on the Optometry course
- Your GP or Optometrist if a potential or actual health condition or risk is identified

- The university's finance department for the purposes of paying you
- All academic courses are subject to relevant and appropriate audits and quality assurance processes. In some cases, this may involve internal or external parties accessing course materials solely for the purposes of carrying out such exercises. In all cases, access to personal data for such purposes will be limited to what is necessary and will be unlikely to require access to personal data. In this case, the General Optical Council may have reason to inspect the course and its materials.

Your data will be retained for the following length of time:

Clinical information about you and the sessions you take part in will be kept until the later of the following dates:

- Until you cease to be a volunteer (if you take part in no sessions)
- 10 years after you cease to be a volunteer
- Your 25th birthday (if you were under 18 for any of the sessions)

Limited financial information about you (such as payments made) will be held for the following period:

Six years from the end of financial year in which the final volunteer payment was made to you.

The following rights are rights of data subjects:

- The right to access your personal data
- The right to rectification if the personal data we hold about you is incorrect
- The right to restrict processing of your personal data

The following rights apply only in certain circumstances:

- The right to withdraw consent at any time if consent is our lawful basis for processing your data
- The right to object to our processing of your personal data
- The right to request erasure (deletion) of your personal data
- The right to data portability

You also have the right to lodge a complaint with the Information Commissioner's Office about our handling of your data.