

Privacy Notice

NIHR Policy Research Unit in Policy Innovation and Evaluation Public Contributors

London School of Hygiene & Tropical Medicine (“LSHTM”, “the School” “we” “us”, or “our”) (a higher education institution established by Royal Charter and an exempt charity with registration number RC000330) of Keppel Street, London, WC1E 7HT, is a data controller for the purposes of the Data Protection Act 1998, the UK General Data Protection Regulation (UK GDPR) and the Data Use and Access Act 2025 (DUAA). The School undertakes to treat your personal data in accordance with these data privacy laws.

This Privacy Notice was created on 16 January 2026.

We keep this Privacy Notice under regular review. We may withdraw or modify this Notice at any time, and we may supplement or amend it by reference to additional policies and guidelines from time to time. Any changes we make to this Privacy Notice in the future will be posted on the relevant pages of the PIRU external website, and communicated through the PIRU newsletter and in e-mail communications to the PIRU public contributors.

Contact details

Name: NIHR Policy Research Unit in Policy Innovation and Evaluation (PIRU)

Address: London School of Hygiene & Tropical Medicine
15-17 Tavistock Place
London WC1H 9SH

Email: piru-pm@lshtm.ac.uk

Website: www.piru.ac.uk

Purpose of this notice

This Privacy Notice is for the NIHR Policy Research Unit in Policy Innovation and Evaluation (“PIRU”). PIRU is a collaboration between London School of Hygiene & Tropical Medicine (“LSHTM”), London School of Economics and Political Science (“LSE”) and University of Glasgow (“Glasgow”).

It explains how we process personal data collected from you, including how the information is collected, used, stored, and shared. [Personal Data](#) is information that (on its own or together with other information) identifies you and is about you.

If you have any questions regarding this Privacy Notice, please use the contact details listed above. For formal complaints, please see the [How to complain](#) section.

What information will we collect from you?

We collect personal data such as **name, email address** and **telephone number** to contact you about potential and ongoing opportunities, as well as details for an **emergency contact** if you wish to share this with us.

We will also collect your **bank details** so that we can reimburse you for the time you contribute to PIRU projects, and for any expenses that you incur while completing this work (please see Payment Policy for details on allowable expenses).

We ask for **demographic data**, such as **age, ethnic origin, disability, religion, data concerning your sex life, and your sexual orientation**, to help us ensure that we are hearing voices with a wide range of backgrounds and experiences; **you do not have to provide this information if you do not wish to**. We will also collect information about your **use of health and social care services** both in our registration form and via other channels (for example from our general conversations, what you share with us in meetings, if you are asked to complete a written bio for the website, etc.).

We will collect your **address** only if you request for physical copies of documents to be provided.

How will we collect your personal information and why?

We collect your information directly from you through emails, online forms, meetings (online or in person) and other involvement and engagement activities.

We use your information to process payments and expenses, organise interviews and meetings, share newsletters and opportunities and complete our research in order to:

- support continuity of involvement,
- update you about progress and impacts of the research you have worked on,
- notify you of new opportunities to be involved in PIRU's research,
- facilitate prompt reimbursement for your involvement, and
- ensure our compliance with GDPR and other applicable legislation.

We may share your information for the following reasons:

- Your name and bank details with LSHTM Finance colleagues in order to process reimbursement if you have opted for cash payments and/or if you require reasonable expenses to be reimbursed;
- Your name and contact details with research collaborators if, for example, you are involved in projects with colleagues from other institutes;
- Your name and contact details with NIHR and other research funders if, for example, you are involved in new grant proposals;
- Your name and contact details with third party service providers if, for example, you opt to be reimbursed with vouchers, are enrolled in external training, etc.

Any data sharing will comply with data protection legislation, and you will be asked for your permission for us to do so, where required.

Legal basis for processing

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing your personal data is:

Performance of a task carried out in the public interest or in the exercise of official authority vested in LSHTM

The School's Royal Charter empowers it to perform certain functions to operate as a higher education institution. These functions include "promoting ... research... and education in public

health and tropical medicine and such other academic subjects as [the School] may consider appropriate”.

The lawful condition for processing special category personal data is UK GDPR Article 9(2)(j): processing is necessary for scientific research purposes or statistical purposes.

How will we store your personal information?

Your information is securely stored in a restricted access folder on a secure SharePoint site managed by LSHTM.

After you have shared your information with us, we will hold your personal data as long as you wish to be involved in our Patient and Public Involvement activities, and for the amounts of time specified in the relevant LSHTM data retention schedules. When the retention period is met, we will dispose your personal data by secure deletion from our systems following LSHTM’s institutional guidelines.

If, at any time, you decide you do not want to help us anymore, please contact us at PIRU-PPIE@lshtm.ac.uk.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you.

What are your Data Protection rights?

Under data protection law, subject to certain conditions and exemptions, you have the following rights:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us using the following details if you wish to make a request:

Email: DPO@lshtm.ac.uk

How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us:

By email: DPO@lshtm.ac.uk

By post: FAO Data Protection Officer
London School of Hygiene & Tropical Medicine
Keppel Street
London WC1E 7HT

You can also complain to the ICO if you are unhappy with how we have used your personal data.

Address: Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline No: 0303 123 1113

ICO-website: <https://www.ico.org.uk>