

Privacy Notice for Nursing Now Challenge Programme

Information about us

Nursing Now Challenge is funded by Burdett Trust for Nursing (Registered Charity 1089849) and managed by Coventry University Group (ICO Registration Z6939585). [The Coventry University Group](#) is an umbrella term for Coventry University and all of the companies governed by Coventry University.

As a member, participant or subscriber of the Nursing Now Challenge, your personal information will be processed by Coventry University, as well as other members of the Coventry University Group.

Scope

In this privacy notice, ‘we’, ‘us’, and ‘our’ means the Nursing Now Challenge and Coventry University, together with the members of the Coventry University Group, details for each Coventry University Group member are available on our website [here](#). We are a data controller of your personal information, which means that we are responsible for looking after it. We will use your personal information fairly, lawfully and in a transparent manner, and in accordance with the data protection laws.

This notice does not cover any other organisations outside of Coventry University Group you provide personal information to. Those companies have their own privacy notices, so remember that the information you give them will follow their rules and not ours.

How to contact us

If you have any questions, comments, complaints or suggestions in relation to this notice, want to [exercise your rights](#) or any other concerns about the way in which we use personal information about you, please contact the Information Governance Unit. You can email enquiry.igu@coventry.ac.uk or write to the Information Governance Unit, Coventry University, Portal House, 163 New Union Street, Coventry, CV1 2PL, and a member of our dedicated team will respond to you.

Alternatively, you can contact our Data Protection Officer by writing to Data Protection Officer, Coventry University, Portal House, 163 New Union Street, Coventry, CV1 2PL or by email dpo@coventry.ac.uk.

We will do our best to help you with your query and/or resolve any issues. If you’re still unhappy, you can contact the Information Commissioner’s Office (ICO). Their website www.ico.org.uk has details on how to [contact the ICO](#) or via their helpline on 0303 123 1113.

Personal information we collect about you

The type of personal information we collect about you and how we collect it can vary depending on your interactions with us. Personal information means any information which we hold about you from which you can be identified and which relates to you. It may include things like your name or your contact details. For more details about the personal information we collect about you, please have a look at the table in [Schedule 1](#).

How we collect your personal information

We collect your personal information directly from you, other people or organisations. Please see below for more information.

Information you give us
Information about you is provided by you as part of your membership process with the Nursing Now Challenge, including where you complete forms (either in paper or online) as part of the registration process.
Information you give to us when you enquire about the Nursing Now Challenge activities.
Information you give to us when you register for an event or workshop with the Nursing Now Challenge.
Information you give to us when you engage with the Nursing Now Challenge social media channels.

Information you give to us when you confirm your contact details when we contact you to invite you to Nursing Now Challenge events and workshops.
Information you give to us in any communications with us either by telephone, e-mail, or post.
Information we collect about you
The Nursing Now Challenge will only collect personal information from you where you have actively added your signature on the ‘ Join the Campaign ’ page, ‘ Share your plans ’ for inclusion on the global activity map, register a regional/national/local group or sign up to receive our newsletter via the link on our website.
Images of you in photographs or live-streamed events (such as workshops which are recorded and are available online). If you do not wish to be included in any photographs or live streamed events (such as online workshops which are recorded and available online), please ensure that you clearly express your wishes to a member of the team or directly to the third parties and keep your camera turned off.
The Nursing Now Challenge website does not use cookies.
Information we receive from other sources
We may also use third parties to collect personal data on our behalf to support our activities.
We may receive your personal data from your University, where it nominates you to take part in nurses' or midwives' leadership development courses.
We may receive your personal data from your employer, where it nominates you to take part in nurses' or midwives' leadership development courses.

How we use your personal information

We use your information in a number of different ways — what we do depends on the information. We use your personal information in a variety of ways, for example:

- To provide you with information you have requested about Nursing Now Challenge work and/or activities. This might include sending you e-newsletters, invitations to events and volunteering opportunities. We will use your name and the contact details that you provide to us.

We have to have a valid reason to use your personal information, and it's called the "lawful basis for processing". The table in [Schedule 2](#) will provide you with more information about how we use your personal information and our reasons (lawful basis) for doing so.

Your choices about the personal information you give us

We may use your personal information to send you marketing by post, by phone, through social media, by email and by text. We can only use your personal information to send you marketing material if we have your permission or where we have a legitimate interest in doing so, and we have given you the option to opt-out of receiving such marketing materials.

If you don’t want to receive emails or text messages from us, we’ll provide you with the opportunity to opt-out, and you will be notified of this at the time you receive the communication.

Profiling and automated decision-making

We do not use profiling or automated decision-making to process your personal information.

Who we share your personal information with

The Nursing Now Challenge will not share your personal information with any other third parties unless it is shared with your permission or required by law, or where the sharing is deemed necessary to continue to provide you with the service or it is in your or our legitimate interest. Where any data sharing may occur, we will ensure the security of your data.

Please see [Schedule 2](#) for further information about who we may share your personal information with.

We may engage third parties to provide processing activities where it is necessary, and we have a reason (a lawful basis) to do so. We require that all third parties who process personal data on our behalf to treat it in accordance with applicable data protection laws. We do not allow our third-party service providers to use your personal data for their own purposes, but only to process it for specified purposes, and in accordance with our instructions. Such processing is to be conducted under a formal agreement, which includes provisions around the processing of personal data, and which provides appropriate safeguards.

Sharing your personal information outside of the UK

To provide you with our services, it is sometimes necessary for us to share your personal information outside the UK, for example:

1. with our offices within our Group located outside the UK;
2. with your and our service providers located outside the UK (such as Mailchimp, which manages newsletter subscriptions, or Google Drive, where we store your personal information.)
3. if you are based outside the UK

Sharing your personal information in these circumstances are subject to special rules under UK data protection law. Whenever we share your personal information outside of the UK, we shall ensure that:

- We will only transfer your personal information to countries that have been deemed to provide an adequate level of protection for personal information by the UK Government. Currently, the UK Government recognises EU and EEA member states as having adequate levels of protection for personal information, as well as those other countries currently recognised by the European Commission as having such adequate protections; and
- Where we use certain service providers or partners who are based in countries which are not deemed by the UK Government to have adequate levels of protection for personal information, we may use specific contracts approved by the UK Government which gives personal information the same protection it has within the UK, EU and EEA.

Please contact us at info@nursingnow.org or enquiry.igu@coventry.ac.uk if you would like further information about the specific mechanism used by us when sharing your personal information outside of the UK. We keep our mechanisms for transferring personal data outside of the UK and/or the EEA under regular review to ensure that these are in line with UK data protection laws.

How long do we keep your personal information?

We only hold your personal information for as long as we do the activities we told you about or have a valid reason to keep it. For example, we will hold and process your personal data whilst you are a member of the Nursing Now Challenge. If you unsubscribe or inform us you no longer want to be a member of the Nursing Now Challenge, your data will be deleted within 1(one) month. Unless we determine that we have a legal basis to retain data for longer, in which case you will be advised of the new retention period.

In some circumstances, we may anonymise your personal data (so that it can no longer be associated with you) for research or statistical purposes, in which case we may use this data indefinitely without further notice to you.

If you would like more information about how long we keep your information, please contact the Nursing Now Challenge team at info@nursingnow.org.

Keeping your personal information secure

Nursing Now Challenge will take all reasonable steps to ensure that the personal information that it holds is secure by storing it in a secure server or secure files. We take security measures to protect your personal information from access by unauthorised persons and against unlawful processing, accidental loss, destruction and damage.

Where the information is stored within the Coventry University Group system, we employ appropriate security measures to safeguard data, and we are Cyber Essentials and Cyber Essentials Plus certificated.

How we may contact you

Please note that we may contact you by post, email, telephone, text, social media, or any other suitable electronic method in connection with the purposes set out above.

Your rights in relation to your personal information

It is your personal information, so we need to make you aware of your rights and how to exercise them.

Your rights	What this means for you
Access	The right to be provided with a copy of your personal information (subject access request). To make a request for your data please complete and return our subject access request form by email to dsar@coventry.ac.uk . Alternatively, you can write to the address below.
Rectification	The right to require us to correct any mistakes in your personal information. This enables you to have any incomplete or inaccurate data that we hold about you corrected, although we may need to verify the accuracy of the new personal data that you provide to us.
Erasure	The right to require us to delete your personal information in certain situations. Please note that we may not always be able to comply with your request for erasure for specific legal reasons, which we will notify you about, if applicable, at the time of your request.
Restriction of processing	The right to require us to restrict the processing of your personal information in certain specific circumstances, e.g. if you contest the accuracy of your personal information.
To object	The right to object: — at any time to your personal information being processed for direct marketing (including profiling); — in certain other situations to our continued processing of your personal information, e.g. processing carried out for the purpose of our legitimate interests. In some cases, we may demonstrate that we have a compelling reason to continue to process your personal information, despite any objection, as is necessary for our public interest tasks, the exercise of an official authority vested in us, or for our legitimate interests or those of a third party which override your rights and freedoms.
Data portability	In certain situations, the right to receive the personal information you provided to us in a structured, commonly used and machine-readable format and/or transmit that personal information to another organisation.
Not to be subject to automated individual decision making	The right not to be subject to a decision based solely on automated processing (including profiling) that produces legal effects concerning you or similarly significantly affects you. We do not currently use tools which involve automated decision making.
Withdraw consent	Where we rely on consent to process your personal information, you may withdraw that consent at any time. You will be provided with information on how to withdraw consent at the time it is collected from you. If you wish to withdraw your consent you can contact enquiry.igu@coventry.ac.uk or info@nursingnow.org .
Right to complain	If you are concerned about the way we have processed your personal information, you can complain to the Information Commissioner's Office (ICO). Please visit the ICO's website www.ico.org.uk for further details, or you can use their online tool for reporting concerns: https://ico.org.uk/concerns/

If you wish to exercise any of your rights or would like any further information, please send a written request to the Information Governance Unit, Coventry University, Priory Street, Coventry, CV1 5FB or email dsar@coventry.ac.uk.

Changes to this privacy notice

We reserve the right to update this privacy notice at any time, and we will make an updated copy of such privacy notice available on our website. This notice was last updated in May 2022.

Schedule 1

The table below provides further details about the information we collect about you.

Data category	Description (type of data this includes)	Why we process this information	Lawful basis (legal justification)
Identification Data	<ul style="list-style-type: none"> Name Job Title Organisation Occupation Email Address Phone number Nationality Data of Birth (where this is provided by you through your CV) 	<ul style="list-style-type: none"> To send you our newsletter; To add your contact details to group or activity listings you have submitted; To answer questions that you have asked about our activities; To occasionally invite you to Nursing Now Challenge events and workshops; To put you in touch with campaign contacts in your country – only when you have expressly confirmed we can do so; 	<p>Consent</p> <p>Consent</p> <p>Consent and/or Legitimate Interest</p> <p>Legitimate Interest</p> <p>Legitimate Interest</p>
Image Data	<ul style="list-style-type: none"> Photographs and videos, together with sound recordings. Images, videos, podcasts and others. 	<ul style="list-style-type: none"> To support the marketing and the promotion of the Nursing Now Challenge by using photographic images on our website and in other promotional material To promote the Nursing Now Challenge by using photographic images (particularly crowd shots), including clips from the Nursing Now Challenge workshops and events on our website and on our Youtube Channel. To photograph you participating in the Nursing Now Challenge workshops or events.To photograph crowd shots (which may 	<p>Consent</p> <p>Consent (individual images) and Legitimate Interest (crowd images)</p> <p>Consent</p> <p>Legitimate Interest</p>

Data category	Description (type of data this includes)	Why we process this information	Lawful basis (legal justification)
		include) in all workshops and events. <ul style="list-style-type: none"> • Workshop and Event recording, to publish the recording on our YouTube Channel to allow other Nursing Now Challenge members to watch the workshops and events. 	Legitimate Interest

[Schedule 2](#)

Who we share your information with
On occasion, we need to use trusted subcontracted parties such as IT support services in connection with our database.
<p>We may pass your personal data to our third-party service providers, agents, subcontractors and other associated organisations for the purposes of completing tasks and providing services to you on our behalf (for example, to send out mailings). When we use third-party service providers, we only disclose personal data necessary to deliver that service and are subject to a contract to ensure your personal data is kept secure. We will not share or sell your data to third parties to use for their own purposes unless we are required to do so by law, for example, by a court order or for the purposes of prevention of fraud or other crime. Third parties process data that we share with them, where such processing is to be conducted under a formal agreement which includes provisions around the processing of personal data and which provides appropriate safeguards.</p>
We may pass your personal data to photographers to support the services we provide to you and, if required, in connection with such services to the general public.
Where we are under a legal duty to do so in order to comply with any legal obligation.