

**Privacy Notice:** Very brief opportunistic advice on smoking within financial guidance services for people living in social housing: a service evaluation protocol

## **Data protection**

In the course of completing this online survey or interview, you have provided information about yourself ('personal data'). We (the University of Oxford) are the 'data controller' for this information, which means we decide how to use it and are responsible for looking after it in accordance with the General Data Protection Regulation and associated data protection legislation.

### ***How we use your data***

WE are collecting this data as part of a service evaluation, and will use your data from this survey/interview to assess the acceptability, feasibility and success of providing very brief advice to quit smoking as part of the standard financial advice provided by Clarion Futures. The findings will be used to decide whether this service should continue to be delivered in future, and if so, whether any changes should be made to make it more acceptable, feasible and successful.

We intend to process your data for this purpose only because you have given us your consent to do so (either by completing the online survey or verbally at the time of the one-to-one interview). You can withdraw your consent at any time by contacting the University of Oxford evaluation team at [clarion@phc.ox.ac.uk](mailto:clarion@phc.ox.ac.uk). In this event, we will stop the processing as soon as we can. However, this will not affect the lawfulness of any processing carried out before your withdrawal of consent.

We will also use your contact information to reimburse you for the time taken to complete evaluation activities (i.e. both online surveys – at baseline and eight weeks following – and/or the one-to-one interview). Compensation for completing surveys will only be received after completion of both online surveys, with the latter completed approximately eight weeks after the initial call with Clarion Futures (i.e. there will be no compensation if only one of the two surveys are completed). Compensation for completion of both surveys will be in the form of a £5 Amazon voucher after completion of the eight week survey (a voucher code will be sent via email or text message). If you are invited to take part in a one-to-one interview and complete that interview then you will be compensated with a £20 Amazon voucher (a voucher code will be sent via email or text message). Voucher codes will be requested after evaluation activities are complete and will need to be processed by the University of Oxford. Therefore, please allow up to six weeks for your voucher code to arrive after the completion of the activity (both surveys or one-to-one interview). Receiving the aforementioned compensation vouchers does not affect your rights to withdraw you data. Should you wish to withdraw your data you will not be asked to return your voucher(s). As mentioned above you can withdraw your consent by contacting the University of Oxford evaluation team at [clarion@phc.ox.ac.uk](mailto:clarion@phc.ox.ac.uk).

We will only use your data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another related reason and that reason is compatible with the original purpose. If we need to use your data for an unrelated purpose, we will seek your consent to use it for that new purpose.

### ***Who has access to your data?***

Access to your data within the University of Oxford will be provided to those who need to view it as part of their work in carrying out the purposes described above.

We may share your data with companies who provide services to us, such as for interview transcription, although all interviews will be anonymised before sharing takes place. These companies are required to take appropriate security measures to protect your data in line with our policies. We do not allow them to use your data for their own purposes. We permit them to process your data only for specified purposes and in accordance with our instructions.

### ***Retaining your data***

We will only retain your data for as long as we need it to meet our purposes, including any relating to legal, accounting, or reporting requirements.

We will retain your data for 12 months after the planned date of publication. However, upon receipt of (anonymised) interview transcriptions, which typically take up to 14 days, the recordings will be deleted immediately.

### ***Security***

Your data will be held securely in accordance with the University's policies and procedures. Further information is available on the University's Information Security website [here](#).

### ***Where we store and use your data***

We store and use your data on University premises in electronic form.

### ***Your rights***

Information on your rights in relation to your personal data are explained [here](#).

### ***Contact***

If you wish to raise any queries or concerns about our use of your data, please contact us at [clarion@phc.ox.ac.uk](mailto:clarion@phc.ox.ac.uk) or Nicola Lindson, Nuffield Primary Care Building, University of Oxford, Radcliffe Observatory Quarter, Woodstock Road, Oxford UK OX2 6GG.