**Privacy notice**

**A service evaluation of very brief advice for smoking cessation in Citizen’s Advice Bureaus, with referral to a stop smoking programme, including a new financial incentive scheme**

**Data protection**

In the course of completing this form/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 UK 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 to assess the feasibility of, acceptability of, and engagement with very brief smoking cessation advice (including referral to a stop smoking service offering behavioural advice, cessation aids: e-cigarettes or NRT, and financial incentives) offered by Citizens Advice Bureau advisors to help clients to quit tobacco cigarettes. 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 are processing your data for this purpose only because you have given us your consent to do so, (by completing the form and verbally at the time of the one-to-one interview). You can withdraw your consent at any time by contacting us at the University of Oxford evaluation team at annika.theodoulou@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 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. 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, 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: https://[www](https://www.infosec.ox.ac.uk/).infosec.ox.ac.uk/.

***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](https://compliance.admin.ox.ac.uk/individual-rights): <http://www.admin.ox.ac.uk/councilsec/compliance/gdpr/individualrights/>.

***Contact***

If you wish to raise any queries or concerns about our use of your data, please contact us at annika.theodoulou@phc.oc.ac.uk or Annika Theodoulou, University of Oxford, Radcliffe Observatory Quarter, Gibson Building Reception, Woodstock Road, Oxford UK OX2 6GG.