

## **Privacy Policy**

(This Privacy Policy should be read in conjunction with [YourMembership.com Legal/Privacy Policy Notice](#))

The UK Trial Managers' Network (TMN) is committed to preserving the privacy of all visitors to our website at <http://www.tmn.ac.uk> (the "Website"). Before you proceed with use of the Website, please read the following privacy policy (the "Policy") carefully to understand how we use and protect the information that you provide to us.

This Policy, together with our website [Terms and Conditions](#) sets out the basis on which any personal data that we collect from you, or that you provide to us, will be processed by us.

Please be aware that this Policy only governs our use of personally identifiable information that is collected when you are on the Website. This Policy does not extend to the use of data submitted to or through any third party websites to which links may be provided on the Website, and we strongly encourage you to review the privacy policies of those other websites in order that you understand how they collect, use and share information.

Under the Data Protection Act 1998 ('the Act'), the University of Oxford is the Data Controller, with the data managed on a day-to-day basis by the secretariat in the Nuffield Department of Population Health (NDPH). The NDPH is also the data processor. Under the Act we have a legal duty to protect any personal information we collect from you. TMN website users may be assured that TMN is committed to protecting privacy and to processing all personal information in a manner that meets the requirements of the Act.

### **Information we may collect from you**

We may request personally identifiable information from you in order that you may participate in the Website's services, activities or features. The personally identifiable information collected may include (without limitation) your first name, last name, e-mail address, address, preferences, account name, account password, answer to security question and/or mother's maiden name. We may also collect information about your usage of the Website as well as information about you from any surveys carried out by us, messages you post to any forum or message board and emails, letters and other communications you may send to us from time to time.

When you submit personally identifiable information to us through the Website, you agree that such information may be stored and processed by us and/or on our behalf. We may also collect information about your interaction with the Website and the services on the Website. We receive and record information on our server logs from your browser including your IP address, cookie information (see further below) and the page(s) you requested. In particular, we reserve the right to perform statistical analysis of user behaviours and characteristics in order to measure interest in and use of the various areas of the Website and to ascertain the number of users that have visited particular pages of the Website. We will provide only aggregated data from these analyses to third parties, and such statistical data will not identify any individual.

### **Where we store your personal data**

Under British and European law we have to make clear that your personal data may be supplied to third parties, outside the European Economic Area ("EEA"). It is important to note that the TMN website is provided and hosted by YourMembership.com, an US based company.

Please note that if you submit your personally identifiable information to us, you will be giving your consent to the transfer and storage of this information outside the European Economic Area ("EEA") including United States. The information we collect is solely used to provide services to our members and report to our funders.

**Neither we nor YourMembership.com will rent or resell your personal information to third parties for marketing purposes.** The information we collect is solely used to provide services to our members.

For your information, our provider, YourMembership.com adheres to the European Union Safe Harbor principles as set forth by the United States Department of Commerce regarding the collection, use, and retention of personal information covered by the Privacy Policy from the European Union. Please note however that the TMN is not responsible for the privacy practices of our website provider YourMembership.com. For details of the YourMembership.com privacy policy please refer to the following [link](#).

## **Security**

All information you provide to us is stored on our providers secure servers.

Where we have given you (or where you have chosen) a password which enables you to access certain parts of our site, you are responsible for keeping this password confidential. We ask you not to share your password with anyone.

Our website providers employ security measures to help safeguard the information we collect from you on the Website, including technical and organisational measures designed to secure your personal information from accidental loss and from unauthorised access, use, alteration or disclosure. However, the Internet is an open system and it is not guaranteed that unauthorised third parties will never be able to access or use your personal information for improper purposes. Accordingly any transmission of your personal data to our site is at your own risk.

For information on our provider system security and data backup please visit their website at <http://www.yourmembership.com/company/technology.aspx>

## **Uses made of the information**

We collect and use your information in order to give you a better service and to provide you with information you request, including information about TMN events and/or externally provided training courses. Your information is also used to fulfil your requests for certain services and/or to participate in certain TMN activities and make the Website more useful to you.

We use information held about you in the following ways:

- to ensure that content from our site is presented in the most effective manner for you and for your computer;
- to inform you about changes to the site;
- to let you know about any services and products you may be interested in or which you have requested from us;
- to carry out any contractual obligations we have to you; and
- to allow you to participate in interactive features of our service, when you choose to do so.

Last updated: 01 April 2014

Where we have provided subscription services to you, we will only contact you by electronic means (e-mail) with information about these services.

### **IP Addresses and Cookies**

We may collect information about your computer, including where available your IP address, operating system and browser type, for system administration.

Although this site uses cookies technology, please note that no personal data about you is collected without your prior knowledge and consent. Cookies contain information that is transferred to your computer's hard drive. We use cookies only to facilitate automated activities, store and track passwords and review navigation patterns. Cookies enable us, for example:

- to estimate our audience size and usage pattern;
- to store information about your preferences, and so allow us to customise our site according to your individual interests;
- to speed up your searches; and
- to recognise you when you return to our site.

If you do not wish to accept our cookies, you can activate the setting on your browser which allows you to refuse cookies but please note that this may prevent you accessing certain parts of our site.

### **What Privacy Issues Arise With Links To Other Sites?**

This website contains links to other websites. TMN has no control over and is not responsible for the privacy policies or content of such sites. The privacy policies and practices contained in this privacy statement do not apply to any external links. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

### **Consent**

Use of TMN website and the services it offers indicates your consent to the collection and use of information as described in this policy. By submitting your personal data, you agree to this supply, storing or processing. For further information on consent and terms of service, please see the TMN website's [Terms & Conditions](#).

### **Changes to this Policy**

This Policy was last updated on 1 April 2014. We reserve the right to change this Policy at any time. Any changes in the future will be posted to the Website. Accordingly, we recommend that you check this page periodically in order to review our current Policy.

### **Accessing, updating or removing your information**

You have the right to receive a copy of and/or update, modify and/or remove the personal information that we hold about you. If you wish to receive a copy of the personal information that we hold about you, please let us know. We may charge a small fee towards the cost of administering your request. If you believe that any of the personal information that we hold about you has changed or is incorrect, you may ask us to change or update such data. All requests shall be in writing and shall be directed to the contact details as set out below and shall include enough information to enable us to satisfy ourselves as to your identity.

Last updated: 01 April 2014

## **Governing Law**

TMN is a UK organisation. This privacy policy is intended to be interpreted under English law. However, please note that the privacy policy of our website providers Yourmembership.com will be interpreted under the US Law-Florida.

## **Contact**

If you have any questions, concerns, comments, or complaints regarding this privacy policy or the data that we collect or use, please contact the TMN Secretariat by email at [tmn@ndph.ox.ac.uk](mailto:tmn@ndph.ox.ac.uk) or by writing to us at the following address:

UK Trial Managers' Network Secretariat  
Nuffield Department of Population Health  
University of Oxford  
Richard Doll Building  
Old Road Campus  
Roosevelt Drive  
Oxford  
OX3 7LF

## **Further information on privacy and data protection**

Website of the Office of the Information Commissioner  
(<http://www.informationcommissioner.gov.uk>)

Online version of the UK Data Protection Act 1998  
(<http://www.legislation.gov.uk/ukpga/1998/29/contents>)