



Privacy Notice for the Q Improvement Lab

In order to enable you to join and participate in the Q Improvement Lab (Q Lab), the Health Foundation needs to collect and process your personal information.

The Health Foundation is the Data Controller (as defined by the Data Protection Act 2018 and all applicable laws which replace or amend it) who will collect and process your personal data.

Please refer to our Privacy Notice for full details of what data we collect about you, how we use it, who we share it with, how long we keep it and your rights relating to your personal data. Our Privacy Notice is available on [our website](#). If you do not have access to the Internet, please write to the Health Foundation Data Protection Officer (DPO) at the details listed below with your address and a copy will be sent to you in the post.

In summary, we will collect and process your information to enable you to participate in the Q Lab.

The information we collect will be:

- Name, job title, organisation name, region and contact details, such as email address
- Social media details
- Involvement with the Q Lab will require your personal details to be shared with third parties including, Q Lab partner organisations, Q website developer (The Bureau), Q Lab's independent evaluator and Q Lab contractors, including design consultants.
- If you sign up to join the Q Lab online group a guest account and online profile will be created for you on the Q website. The profile will not be publically available, but will be visible to other members of the online group and Q members. The profile will include your name and you have the option to add your job title, organisation, social media details and a profile photograph. A contact form will also be available for both other online group members and Q members to contact you.
- By signing up to be involved with the Q Lab, you give permission to receive email updates from the Q Lab and Q Lab partner organisations.
- We will ensure that all parties we share your data with keep your information secure and do not use it for any other purposes than those which we have specified in the Privacy Notice.
- We will share your information if we are required to by law.

- We will retain this data for as long as is necessary for the relevant activity. We may keep some of your data indefinitely.

If you have any concerns about how your personal data is being collected and processed, or wish to exercise any of your rights detailed in our Privacy Notice please contact:

The Health Foundation Data Protection Officer (DPO)
The Health Foundation
90 Long Acre
London
WC2E 9RA

I confirm that I have read and understood the above privacy notice

Name

Date