

## **SWiM-C Study– Privacy notice**

The information published here applies to the use of your information as part of the SWiM-C Study coordinated by the University of Cambridge. This study is being run by a research team based at the MRC Epidemiology Unit, School of Clinical Medicine, University of Cambridge.

### **1. Who will process my personal information?**

The University of Cambridge is the data controller of any data that is collected as part of the SWiM-C study by the research team in Cambridge. Further information about the University's data protection policy, and about how the University uses your personal data as a research participant, can be found at:

<https://www.information-compliance.admin.cam.ac.uk/data-protection/research-participant-data>

### **2. What information do we collect?**

- The research team collect information about you at two time points throughout the study:
- When you first register your interest in taking part, we collect your contact details to set up an online study visit
- When you consent to take part in SWiM-C, we collect health information from you (such as height and weight)
- We also collect other information for research purposes about you, your lifestyle and well-being
- We collect the same information again at the 3 month follow-up

### **3. How we use the information we collect**

We collect personal (identifiable) information about you so we can arrange your online study visits, let you know what the next steps are in the SWiM-C study, and offer you the chance to either stop taking part or carry on helping us with our research.

The data we collect from you is pseudonymised (in other words de-personalised, i.e. coded with a unique ID number, with the key to those ID numbers stored separately and securely).

### **4. Sharing your information**

We always aim to limit the amount of information provided outside of the research team to the minimum needed to confirm we've got the right record for you. This includes your name, date of birth and address.

As part of this study, you will be randomised to one of two programmes. One is the standard care group and the other is the supporting weight management intervention (SWiM). The SWiM intervention has been developed by a company called Cauldron Science Ltd. They will only access the platform to provide technical support, they will not access or share data for any other purpose.

### **5. Keeping your data confidential and safe**

Any personal data we hold is kept securely at the MRC Epidemiology Unit on a password protected isolated network drive, in other words not connected to the internet or outside world. This network is tightly controlled with access only given to appropriate approved individuals including the study team.

The SWiM platform is stored on a secure Microsoft Azure database. If you are allocated to receive the web –based programme, your name and email address will be stored on this platform. The only people with access are the research team and the technical team at Cauldron Science Ltd.

The University of Cambridge holds a data confidentiality agreement with Cauldron. They will only access the platform to provide technical support, they will not access or share data for any other purpose.

When sharing any identifiable data, a secure file transfer protocol (SFTP) is used with encryption and data sharing agreements are in place to limit the use of your data further.

All other data collected about you (such as answers to questionnaires) is coded with a unique identity number that is held separately from any identifiable data we hold.

Your data will be kept for a minimum of 15 years after the end of the study, in line with the Medical Research Council (MRC) policies. The need to keep holding your data after study formal closure will be reviewed regularly, as well as its pseudonymisation in line with Data Protection requirements.

#### **How to contact us**

If you have any questions about the study, the information we hold about you or if you would like to opt out of the study (which you can do so without providing a reason and without your medical care being affected) please contact us on:

#### **SWiM-C Study Team**

Email: [swimcovid.study@mrc-epid.cam.ac.uk](mailto:swimcovid.study@mrc-epid.cam.ac.uk)

Tel: 01223 613420

#### **University of Cambridge Data Protection officer**

Email: [data.protection@admin.cam.ac.uk](mailto:data.protection@admin.cam.ac.uk)

Tel: 01223 76414