**ADRE – THE ADVERSE DRUG REACTION PROFILE**

**What it is?**

The ADRe Profile is a tool which can be used by used by nursing and caring professionals or service users to check and record problems that might be related to prescribed medicines. Supporting information relates problems to possible causes, including prescribed medicines, facilitating amelioration of problems. ADRe was developed in Swansea University which is a registered charity, the registration number is No. 1138342.

**Identity and contact details of the Data Controller**

Swansea University is the Data Controller and is committed to protecting the rights of individuals in line with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR).

**Contact details of the Data Protection Officer**

Swansea University has a Data Protection Officer who can be contacted through dataprotection@swansea.ac.uk

**What information do we collect about you?**

We collect personal data that you may volunteer when you register for the Profile. Personal information that we may collect includes:

Your name,

Email address

Work address (if applicable)

Professional role

**How will your information be used?**

The information you provide will be used to:

* Send you a copy of the profile via email, as you request
* Send you supplementary information (e.g. research papers, guides on how to use the Profile)
* Send you periodic emails asking for feedback on your use of the tool
* Populate a database (excel spreadsheet) of those who are interested in ADRe and have registered for the Profile through [www.swansea.ac.uk/adre](http://www.swansea.ac.uk/adre)

**What is the legal basis for processing the data?**

The research and engagement related to ADRe is carried out for the legitimate interests of the data controller, medical practitioners who are using the tool and the general public. In order to measure impact and to improve ADRe for use in a clinical or care setting, we need to gather usage data and feedback from those who have registered an interest in ADRe.

**Who receives your information?**

Information about you will be shared within the ADRe team, which is based in the College of Human and Health Sciences in Swansea. We will not disclose personal data to any third parties or external organisations.

**Any transfers to third parties?**

There are no transfers of any data associated with the ADRE profile to third parties.

**How long will your information be held?**

We understand that records and information should only be retained for legitimate use and for no longer.  Electronic records will only be kept for 5 years after registration to receive the ADRe Profile.

**Security of your information**

Data Protection legislation requires us to keep your information secure. This means that your confidentiality will be respected, and all appropriate measures will be taken to prevent unauthorised access and disclosure. Only members of the ADRe team who need access to relevant parts or all of your information will be authorised to do so.

**What are your rights?**

You have a right to access your personal information, to object to the processing of your personal information, to rectify, to erase, to restrict and to port your personal information. Please visit the [University Data Protection webpages](http://www.swansea.ac.uk/the-university/world-class/vicechancellorsoffice/compliance/dataprotection/dataprotectionpolicy/) for further information in relation to your rights.

Any requests or objections should be made in writing to the University Data Protection Officer:-

University Compliance Officer (FOI/DP)
Vice-Chancellor’s Office
Swansea University
Singleton Park
Swansea
SA2 8PP

Email: dataprotection@swansea.ac.uk

**How to make a complaint**

If you are unhappy with the way in which your personal data has been processed you may in the first instance contact the University Data Protection Officer using the contact details above.

If you remain dissatisfied then you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: -

Information Commissioner’s Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire,
SK9 5AF

[www.ico.org.uk](http://www.ico.org.uk)