

Privacy Notice Applicable to use of the Ontology Service

Your privacy is important to us. This privacy notice covers what personal information we collect and how we use, disclose, transfer and store your information if you choose to use the ontology service.

1. Who we are

NHS National Services Scotland (“NSS”) is a Special Health Board operating as per sections 2(f) and 2(j) of the National Health Service (Functions of the Common Services Agency) (Scotland) Order 2008 and are a national NHS Board operating right at the heart of NHS Scotland.

NHS National Services Scotland is the controller for the personal information we process, unless otherwise stated.

2. What personal information we collect about you

We collect your basic personal details needed to process your account used to access the Service, including:

- first name
- last name
- email address
- IP Address

We also collect technical information needed for security and to set up and manage your account. This includes:

- log and audit data
 - identifiers relating to you and your device
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3. Why we collect your personal information

We collect personal information from you to:

- create an account so you can access and use the Ontology service
- diagnose problems, understand usage by individuals and manage and improve our service

4. Our legal basis for using your information

The legal basis for processing is

- GDPR Article 6 (1e) – Public task - processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller
- DPA 2018: Schedule 1, Part 1, paragraph 2 - Health or social care purpose

5. How we process your personal information

We use OntoCloak as part of the Ontology service solution, acting only under our instructions and the terms of a legally binding agreement.

6. Who we share your personal information with

We will not share your personal data with other organisations unless required to do so by law.

7. How we protect your personal information

We take the security of your personal information very seriously. We have set up security measures, policies and procedures to make sure your personal information is protected.

We protect your personal information by:

- training staff to understand data and security protection
- restricting access to personal information to only those staff who need access to perform their role
- ensuring security and confidentiality policies are in place for our staff who have access to personal information
- monitoring our service to keep your personal information secure
- following good practice guidance
- using legally binding agreements with all organisations we use to process your personal information on our behalf

8. How long we store your personal information

We store your personal information for as long as is reasonably necessary and legally justifiable. The length of time we store your information for will depend on legal, regulatory or technical requirements. In any event, we follow the Scottish Government Health & Social Care Records Management Code of Practice. The retention periods are explained here:

Category of Information	Retention period
User accounts	<p>Personal information relating to the Ontology service will be stored for duration of the contracted period of operation for the Ontology service, after which the data will be deleted as part of the decommissioning of the Ontology service. The personal information within your service account is:</p> <ul style="list-style-type: none">• first name• last name• email address• password <p>Personal information relating to the Ontology service, for the individual user, will be deleted when the user no longer needs to use the Ontology service. This may occur when NHS NSS is notified that the user no longer requires access (e.g. part of the leaver process) or when NHS NSS carries out housekeeping activities (e.g. identify dormant accounts).</p>
Log and audit data	<p>Log and audit data are stored for the duration of the contracted period of operation for the Ontology service, after which the data will be deleted as part of the decommissioning of the Ontology service. This information lets us record:</p> <ul style="list-style-type: none">• when your account was set up• when you use your account• details of activities performed when you use your account <p>Log and audit data will be retained on individual user activities, even after the individual user no longer requires access to the Ontology service, for business and security purposes.</p>

9. Where your personal information is stored and processed

We store and process your information in the UK. We will make sure your information is given the level of protection required by law and NHS policies.

10. Your rights

Data protection laws provide you with a number of rights which you can exercise by contacting the controller.

These general rights allow you to:

- be informed if your personal data is being used - An organisation must inform you if it is using your personal data.
- get copies of your data.
- get your data corrected
- get your data deleted
- limit how organisations use your data
- have data portability
- object to the use of your data
- object to decisions being made about you without human involvement

You can read more about your rights and when they apply on the [Information Commissioner's Office's \(ICO\) website](#).

11. International transfers of data

We do not transfer your personal data out of the United Kingdom.

12. Contact us

For details on your rights and how to exercise them for personal data processed by NHS NSS, please refer to the data protection notices on the NHS NSS website (<https://www.nss.nhs.scot>) at:

[NSS Data Protection Notice | National Services Scotland \(nhs.scot\)](#) and

[NSS Data Protection Notice - Other Rights | National Services Scotland \(nhs.scot\)](#)

Our Data Protection Officer, whose duties include monitoring internal compliance and advising the organisation on its data protection obligations, can be contacted via:

Email Address: nss.dataprotection@nhs.scot

Postal Address: Gyle Square, 1 South Gyle Crescent, Edinburgh, EH12 9EB

Telephone: 0131 275 6000

13. Complaints

You have the right to complain about how we process your personal information. You can do this by emailing nss.dataprotection@nhs.scot.

To raise a complaint with the Information Commissioner's Office (ICO) as the supervisory body in the UK, contact:

Postal Address: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone number: 0303 123 1113

Website: www.ICO.org.uk

Cookie policy

What are cookies?

Cookies are files saved on your phone, tablet or computer when you visit a website. They store information about how you use the website, such as the pages you visit. Cookies are not viruses or computer programs. They are very small so do not take up much space.

How we use cookies

We use cookies to make the Ontology service work generally for all users and specifically how it is configured for the individual user, for example by keeping it secure or to manage performance

Cookies used by the Terminology Service

The following strictly necessary cookies are used:

OntoCloak

Cookie name	Purpose	Expires
AUTH_SESSION_ID	Session ID of current authentication session	Session
AUTH_SESSION_ID_LEGACY	Session ID of current authentication session.	Session
KEYCLOAK_IDENTITY	ID of the current user	Session
KEYCLOAK_IDENTITY_LEGACY	ID of the current user	Session
KEYCLOAK_SESSION	ID of the current browser session	1 month
KEYCLOAK_SESSION_LEGACY	ID of the current browser session	1 month

Change your cookie settings

You can use the settings within your browser to determine how cookies are used. You can also update the settings to block certain types of cookers and delete cookies that have been stored on your phone, tablet or computer.

Please note that the disabling of strictly necessary cookies for the Terminology Service may result in a reduced functionality.

How you do this depends on which internet browser you use. To find out, you can consult the help function of your internet browser or visit [AboutCookies.org](https://www.aboutcookies.org/), which describes how to delete or control cookies for different browsers.

You can find more information about cookies at:

[AllAboutCookies.org](https://www.allaboutcookies.org/)

[Your Online Choices](#)

Last edited: 14th June 2022