**TRICIA Network Mailing List – Privacy Notice**

The [TRICIA Network](http://www.tricia.network/) is led by employees of the [University of Birmingham](http://www.birmingham.ac.uk/), which is also the sponsor of the associated research. This privacy notice explains how we use and protect the personal data you provide when signing up to our mailing list.

Who is responsible for your data?

The University of Birmingham is the Data Controller for the information you submit via the TRICIA Network mailing list form.
For more information about how the University handles personal data, please see: [University of Birmingham Privacy Information](https://www.birmingham.ac.uk/privacy)

What information do we collect?

When you sign up to our mailing list, we collect the following information:

* Your name
* Email address
* Affiliation or organisation (if provided)
* Your role or interest (e.g. researcher, clinician, patient, supporter)
* Your stated communication preferences

We will also record the date and time of your submission and your consent to receive communications.

Why do we collect this information?

We collect and process your personal data in order to:

* Send you newsletters, updates, and invitations relevant to the TRICIA Network
* Inform you about upcoming events, training opportunities, and research studies
* Understand our audience and improve our communications

The lawful basis for processing your data is your consent, which you may withdraw at any time.

How is your data stored and protected?

Your information will be securely stored on University of Birmingham-approved platforms (e.g. Microsoft 365), accessible only to members of the TRICIA team who need it for communication purposes. We do not share your data with third parties outside the University.

How long will we keep your data?

We will retain your information for as long as the TRICIA Network mailing list is active, or until you withdraw your consent. You can unsubscribe at any time by clicking the unsubscribe link in our emails or by contacting us directly.

Your rights

You have the right to:

* Access and correct your data
* Withdraw your consent at any time
* Request that your data be deleted

To exercise any of these rights, please contact the TRICIA Network team at: TRICIA@contacts.bham.ac.uk

You may also contact the University’s Data Protection Officer at Legal Services, The University of Birmingham, Edgbaston, Birmingham, B15 2TT, or Email: dataprotection@contacts.bham.ac.uk, or Telephone: +44 (0)121 414 3916

If you are unhappy with how your data is handled, you have the right to lodge a complaint with the Information Commissioner’s Office (ICO): [https://ico.org.uk](https://ico.org.uk/)