



## The Richmond Fellowship Scotland

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### Data Protection

Dear Professor Norrie McPherson,

My name is Michael Marek, the Information and Communication Technology Manager for The Richmond Fellowship Scotland (TRFS) responsible for data protection and security, and the data controller for the organisation. I have been requested to evaluate Tony Priest's request for access to information and data that is stored by the organisation for his university studies. TRFS have no issues nor foresee any data protection non compliance in relation to the study for the following reasons,

1. The data will not leave the organisation.
2. Tony Priest is the data administrator for the accident/incident reporting and recording system (airsweb), and has full access to the system and data contained within.
3. The data in the studies will be processed fairly and lawfully.
4. The stored data is relevant to the study, i.e. data relation to medication errors.
5. The data is accurate an up-to-date.
6. The processed data for the study will only be kept for the duration of the study.
7. The existing data and data processed for the study will be stored on a secure password protected server, using a password protected Microsoft Access Database.
8. The study findings will be anonymised and will not contain any data subject's details.

The nature of the study is similar to how we are currently using the data within the organisation. Permission is granted by me for Tony to use the accident/incident data stored on our accident/incident system for his university studies.

Yours sincerely,

Michael Marek