

## **INFORMATION FOR POTENTIAL RESEARCH VOLUNTEERS WHO COMPLETE MEDICAL COLLEGE OF WISCONSIN (“MCW”) ON-LINE WEBFORMS**

### **What information do we collect about you in the Research Volunteer Form?**

We collect information so that we can determine if you are eligible for the research study in which you are interested. The information collected is used to establish your interest in the research study, determine whether you are 18 years of age or older, and to assess your health status and conditions.

### **What is the legal basis upon which MCW processes your data?**

We only process your personal data if you provide your explicit consent by checking the consent box on the volunteer form.

### **What does MCW use your information for?**

The information we collect from you may be used in one of the following ways:

- To prescreen you for research study eligibility– your information, whether public or private will not be sold, exchanged, transferred, or given to any other company, entity or person for any reason whatsoever, without your consent.
- To send emails – The email address you provide will only be used to send you information and updates pertaining to your interest in participating in research.

### **How do we protect your information?**

MCW is committed to protecting the security of your information. We implement a variety of security measures to maintain the safety of your personal information when you submit your information.

These security measures include: password protected directories and databases to safeguard your information, SSL (Secure Sockets Layered) technology to ensure that your information is fully encrypted and sent across the internet securely. We offer the use of a secure server.

If a password is used to help protect your accounts and personal information, it is your responsibility to keep your password confidential. Do not share this information with anyone. If you are sharing a computer with anyone you should always log out before leaving a site to protect access to your information from subsequent users.

### **Does MCW disclose any information to outside parties?**

No, MCW does not sell, trade, or otherwise transfer to outside parties your personally identifiable information. This does not include trusted third parties who assist us in conducting our business, as long as those parties agree to keep this information confidential.

## **Legally Required Disclosures of Information**

We may be legally required to disclose your Personal Data if such disclosure is:

- required by subpoena, law, or other legal process
- necessary to assist law enforcement officials or government enforcement agencies
- necessary to investigate violations of or otherwise enforce our Legal Terms
- necessary to protect us from legal action or claims from third parties, including you and/or other users or members
- necessary to protect the legal rights, personal/real property, or personal safety of our company, users, employees, and affiliates

## **Retention Period for Personal Data**

We only retain personal data for as long as is necessary for the purpose of a continuous relationship with you, for the purpose of conducting the research study, or for legal, business or tax purposes. Your information may be retained in electronic form, paper form or a combination of both. When information is no longer needed it is erased and/or destroyed.

## **Updating Your Personal Data**

If you have created an account or a personal profile on one of our websites, you may be able to access and update some or all your personal information on your account settings or profile page. If you wish to access, update or correct other personal information, please contact us. We will contact you and may ask you for additional information to verify your identity. In most cases, we will update information as requested. In some cases, however, we may limit or deny your request if permitted or required by law or if we are unable to verify your identity

## **Revoking Consent**

You have the right to revoke your consent for us to use your Personal Data at any time.

**If you would like MCW to correct, amend or delete information about you held by MCW, you can email: [compliance@mcw.edu](mailto:compliance@mcw.edu)**

**The above information pertains to research participants. MCW has a general Privacy Policy which you can read here: <https://www.mcw.edu/about-mcw/terms-and-privacy>**