



## Body Donation Programme consent form for the attention of the donor and witness

### Information you need to know:

Leicester Medical School is part of the University of Leicester. Further information on the institution can be found here: <https://le.ac.uk/>. The University of Leicester is the Data Controller for your information.

The Data Protection Officer can be contacted at Information Assurance Services, University of Leicester, University Road, Leicester, LE1 7RH. Tel: 0116 229 7945.

The HTA Designated Individual for Anatomy at Leicester Medical School is: Dr Steve Jacques, Leicester Medical School, University of Leicester, University Road, Leicester, LE1 7RH. Tel: 0116 252 3047.

The Body Donation Programme Manager is Miss Michelle Lawrence, Leicester Medical School. Tel: 0116 252 3082.

This privacy notice explains how we use your personal information and your rights regarding that information

### What information are we collecting?

Personal data (for the donor) recorded on the Consent Form are as follows:

- Title
- Surname and forename
- Address and telephone number
- Date of birth
- Name, address and relationship of witness. This is purely required to fulfil HTA regulations
- We will also record the amount of time the donor would like their body to be retained, and also whether they have consented to leaving parts
- We will also record whether the donor consents to using non-identifiable images for teaching.
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### Why are we collecting your data?

To enable the donor to be registered onto the Body Donation Programme, a signed and witnessed Consent Form must be submitted to Leicester Medical School. Consent forms are a legal requirement under the Human Tissue Act 2004 for donors wishing to donate their bodies for anatomical examination after their death. Data are required to enable us to establish the donor's identity and to ensure that your wishes are carried out.

Medical Schools undertaking anatomical examination are regulated by the Human Tissue Authority, as they are the overarching statutory body for the Human Tissue Act 2004. The Human Tissue Authority licence and inspect organisations who collect and receive bodies for anatomical examination under the institution's HTA Anatomy Licence.

### How we will use this data?

If the donor decides to register onto the Body Donation Programme, a Consent Form must be completed (with the information shown above). When the Consent Form is received, we will allocate a unique donor number and we enter the donor's details onto our secure database. We also send the donor a body donation card to confirm that registration has been successful. A copy of the donor's Consent Form will be scanned into the database and the original form will be filed in a secure filing cabinet in a secure office. There are only a small number of people associated with



the Body Donation Programme who have access to the database and the secure filing cabinet, and all data is treated in the strictest confidence.

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

Processing is necessary for a legal obligation to which the controller is subject; Under the Human Tissue Act 2004, it is a legal requirement for donors wishing to leave their body for anatomical examination after their death to complete a signed and witnessed Consent Form.

## If we are sharing your data with others who are we sharing it with?

Personal information will not be shared with any third party for the duration of the donor's lifetime.

Once the donor has passed away, their next of kin contact us and we ask them for the following additional information. A medical report will be completed by the doctor who will sign the donor's death certificate and this will be sent to us. This information will allow us to be able to make the decision as to whether we are able to accept the bequest.

- Donor's address at the date of death
- Details of their GP
- The address of the funeral director or mortuary where the donor's body will be situated whilst the decision is being made as to whether we can accept the bequest.

## How long we will process your data for?

The Consent Form will be retained at Leicester Medical School throughout the donor's lifetime.

If we are unable to accept the bequest we would not require any further documents to be supplied to us by the donor's next of kin. Details of bequest refusal would be recorded onto the database. The paper copy of the medical report which was provided by the donor's doctor, and details supplied by their next of kin would be retained for a period of 25 years.

## What are your rights and how to enforce them?

If the donor changes their mind and they no longer wish to be registered on the Body Donation Programme, consent can be withdrawn at any time. Please make the request in writing and send it to the Body Donation Programme Manager. The original and electronic Consent Form will be destroyed.

The database will retain the donor's name, address and date of withdrawal from the Programme. This information is retained so that we can ensure the donor's wishes are adhered to, and to prevent any misunderstanding at the time of the donor's death (e.g. if the donor's family thought that the donor was still registered, and had not realised that consent had been withdrawn).

Your specific rights regarding the data we are processing are as follows:

- *You have the right to request access to your data.*
- *You have the right to request rectification of data where there is error.*
- *You have the right to restrict processing.*

## How to complain to the Information Commissioner's Office?

The Information Commissioner can be contacted on:

Post: Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK95AF.

Tel: 0303 123 1113.

Email contact can be made by accessing [www.ico.org.uk](http://www.ico.org.uk)