



## Regional HE Yorkshire and Humber mandatory training

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The RCP regional team maintains information about you in order to provide you with mandatory training days and maintains your contact details to communicate with you about the mandatory training days on behalf of HEE.

The RCP manage events, including mandatory training days via the RCP CRM system. The RCP will use the data collected on the event booking form to process your booking. This includes using the email address provided to send all delegate information and joining instructions.

In order to deliver this event, this data will be shared with other internal departments and the external venue providers for health and safety purposes. A numerical report detailing the number of attendees within each speciality is also sent to HE Yorkshire and Humber annually.

If you have consented to do so via the specific service privacy notice, the RCP will also share your data with the third party sponsor of the specific event.

All information managed by the RCP regional team is held and used within the UK.

The RCP regional team keep data relating to your attendance at the mandatory training days for up to 2 years.

You have provided your data to the RCP voluntarily in order for the RCP to provide you with mandatory training days on their behalf of HEE. The RCP regional team delivers this service under contract to HEE.

To exercise your rights under GDPR, in the first instance contact [HE Yorkshire and Humber](#).

HEE's privacy notice is detailed on the following link: <https://hee.nhs.uk/about/privacy-notice>

### Who to contact at the RCP and how to complain

If you wish to know more about how we manage privacy at the RCP, or you wish to make a complaint, contact the [data protection officer](#). The UK regulator for privacy law is the ICO. See their website for further information on your rights. If the use of your data changes, we will place an updated version on this page. Regularly reviewing this information ensures you are always aware of what data we collect, how we use it and under what circumstances, we will share it with other parties.