



Turner-Warwick lectures

The RCP regional team maintains information about you in order to administer the Turner-Warwick lecturer scheme and maintains your contact details to communicate with you about scheme and the events it relates to.

The RCP manage events, including the events relating to the Turner-Warwick lecturer scheme via the RCP CRM system. The RCP will use the data collected on the Turner-Warwick lecturer application form to process your entry. This includes using the email address provided to send related event information and entrant instructions.

In order to deliver the Turner-Warwick lecturer scheme, this data will be shared with other internal RCP departments, the selection panel, external venue providers for health and safety purposes and in some cases partner organisations who are co-hosting the event.

If you have agreed 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 collected on the applications forms for up to 2 years in accordance with the RCP regional retention schedule. After 2 years information on the successful applicant and final reports will be transferred to the archives.

Your rights to:

- **Access to your data (GDPR Article 15)** – You have the right to access all information which identifies you as a living person, held on RCP systems by making a subject access request.
- **Standard format (GDPR Article 20)** – You have the right to a copy of your data in a standard format, where technically possible.

The above rights are general rights which will apply across all work areas in the RCP. If you wish to exercise the above rights, please contact our data protection officer by email on dpo@rcplondon.ac.uk.

- **Rectify errors (GDPR Article 16)** - You have the right to rectify factual errors in current RCP systems and processes when incorrect, out of date, or incomplete.
- **Data deletion, restriction or stopping its use (GDPR Articles 17 & 21)** – you have the right to be forgotten, restrict and stop us from processing your data.

If you wish to exercise this right please contact the deputy data protection officer on dpo@rcplondon.ac.uk.