

Privacy notice for Advisory Appointments Committees (AACs) Unit

Successful candidates at AACs

Last updated: 29 November 2018

The AACs Unit must maintain up to date contact details in order to fulfil the requirement of the NHS *Appointment of Consultants Good Practice Guidance* (January 2005) to provide college representatives on AACs. As part of its involvement on an AAC the RCP has a legitimate interest to gather information on who was appointed.

The RCP sends a form, to be completed by the AAC college representative or the recruiting body, who provide the details of the successful candidate.

The RCP will use the data collected on this form to contact the successful candidate to:

- confirm if the candidate accepted the post
- send out the annual workforce survey
- compile information on workforce trends.

The information we hold:

- Name and GMC number of the successful candidate
- CCT (or equivalent) main specialty of the successful candidate
- Whether the successful candidate has taken up the post
- If the successful candidate's details are already in our membership records we will update the work location and contact details
- If the successful candidate's details are not in our membership records already we will create a new record which will store your name, GMC number and work location.

Tick here if you would like to be removed from our workforce records.

In order to fulfil the purposes above this data will be shared with other internal departments and the wider RCP regional offices.

This data will be retained in RCP systems to maintain a record of your work location and to compile information on workforce trends.

In addition to the above, the RCP would like to:

- identify newly appointed consultants to keep you informed about regional meetings and events
- send a congratulatory letter and inform you of RCP membership and services that you may find useful or interesting.

- Tick here if you do not wish to be contacted about RCP membership services or regional meetings and events

Send your preferences to aac@rplondon.ac.uk.

Under the General Data Protection Regulation (GDPR), the RCP must provide comprehensive information on how records and information about living people are being collected, used and disposed of. You can download more information about how we manage AAC records from our full data processing statement on the [RCP website](#).

Who to contact at the RCP

If you have any queries or concerns about how we manage privacy, please contact our data protection officer: deputydpo@rcplondon.ac.uk.