

Last updated: 20 December 2018

Subscriptions to RCP's Medicine Jobs bulletin

Collecting, using and sharing your information

Under the General Data Protection Regulation (GDPR), the Royal College of Physicians (RCP) must provide comprehensive information on how records and information about living people are being collected, used and disposed of. This processing statement explains what data the AACs Unit hold about you, why we hold it, how we protect it and how you can access your rights.

In this document, the "we", "us" and "our" refer to the RCP's AACs unit.

1. What do we do with your data?

The AACs Unit will maintain information about you in order to provide you with a monthly email bulletin of vacancies listed on the RCP jobs board [Medicine Jobs](#).

2. Why do we need to collect and use your data?

The AACs Unit needs to maintain your contact information (name and email address) in order to communicate with you regarding the interest you expressed, via completing a registration form, in wanting to receive a monthly bulletin of medicine jobs by email.

3. Who will information about you be shared with?

Your information will remain within our internal systems database for as long as you are subscribed to receive the bulletin.

4. How will we protect your data outside the territories covered by the GDPR?

All information managed by the AAC Unit is held and used within the UK.

5. How long will we keep your personal data?

We will keep data in relation to your completed registration form until you unsubscribe from receiving the bulletin. Your data will be retained for no longer than 30 days from the date of deletion request.

6. Where do we get your data from, if not you?

Your information will have been collected upon your initiation of contact with the AACs Unit where you completed a registration form to subscribe to the jobs bulletin.

7. What are your rights?

- a) **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’.
- b) **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](#)

- c) **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.
- d) **Data deletion, restriction or stopping its use (GDPR Articles 17 & 21)** – If requested, we have the ability to restrict, stop using or ‘delete’ personal data, and you can have your details removed by clicking on ‘unsubscribe’ in the footer of the email bulletin or by contacting aac@rcplondon.ac.uk.

8. Who do you contact at the RCP and how do you complain about the use of your data?

- a) If you have any queries or concerns about how we manage privacy, please contact our [data protection officer](#).
- b) If you are not satisfied with how your data is handled by us, you have the right to complain by email to the [data protection officer](#) (deputydpo@rcplondon.ac.uk) or alternatively to the UK regulator, the Information Commissioner’s Office (ICO) – <https://ico.org.uk/concerns>. Please see the ICO website for further information on the General Data Protection Regulation (GDPR) and 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.

For further information on the RCP privacy policy please visit www.rcplondon.ac.uk/privacy-and-cookies