



Regional offices

Collecting, using and sharing your information

The regional offices take the privacy of your information seriously and we ask that you read this privacy statement carefully as it contains important information on:

- the personal information we collect about you
- what we do with your information
- who your information might be shared with.

In this document, 'we', 'us' and 'our' refer to the RCP regional offices. We won't disclose your information to anyone, other than as set out in this privacy statement and any applicable terms and conditions.

What do we do with your data?

Event data

We maintain information about you in order to provide you with CPD events, mandatory training days and other clinical and non-clinical events within your region. This involves sharing information across RCP departments, with external venues for health and safety purposes and in some cases with HEE or partner organisations who may be co-hosting these events with us.

We will process and manage your event booking under legitimate interest and, if you agree, contact you about other relevant events which may be of interest to you. By processing your data under legitimate interest we will use your data in a way which might reasonably be expected as part of running our events and which does not materially impact your rights, freedom or interests.

The data we hold includes:

- your contact details, in order to send the event confirmation, event joining instructions, event feedback survey and other relevant information that relates to the specific event
- your payment details, to enable us to process your delegate fee
- optional personal data, such as organisation, grade, specialty, dietary requirements, access requirements, job title etc.

Poster competitions

We maintain information about you in order to provide you with poster competitions at regional events. This involves sharing information across RCP departments and with external venues for health and safety purposes.

We will process and manage your poster competition submission under legitimate interest. By processing your data under legitimate interest we will use your data in a way which might reasonably be expected as part of running a poster competitions and which does not materially impact your rights, freedom or interests.

The data we hold includes:

- your contact details, in order to send you receipt of submission, results of entry and other relevant information that relates to the poster competition
- your career details e.g. specialty, training grade, hospital etc in order to administer the poster competition.

College tutor and associate college tutors

We maintain information about you in order to process your college tutor (CT) or associate college tutor (ACT) appointment and provide you with information relating to your role as CT or ACT. This involves sharing information across RCP departments.

We will process and manage your CT or ACT information under legitimate interest. By processing your data under legitimate interest we will use your data in a way which might reasonably be expected as part of your appointment of CT or ACT role and which does not materially impact your rights, freedom or interests.

The data we hold includes:

- your contact details, in order to communicate with you about items relating to your role of CT or ACT
- your personal details for identification eg date of birth, gender
- your career details, eg career stage, GMC number, current appointment
- your start date and estimated leaving date

Quincentennial lecturer scheme

We maintain information about you in order to administer the Quincentennial lecturer scheme. This involves sharing information across RCP departments.

We will process and manage your Quincentennial lecturer application information under legitimate interest. By processing your data under legitimate interest we will use your data in a way which might reasonably be expected as part of running the Quincentennial lecturer scheme and which does not materially impact your rights, freedom or interests.

The data we hold includes:

- your contact details, in order to send you receipt of submission, results of entry and other relevant information that relates to the Quincentennial lecturer scheme.
- your career details, eg career stage, specialty, CCT date order to administer the Quincentennial lecturer scheme.

Why do we need to collect and use your data?

Event data

The RCP regional team maintains information about you in order to provide you with CPD events, mandatory training days and other clinical and non-clinical events within your region and maintains your contact details to communicate with you about events you are booked on to.

The RCP manage events 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, joining instructions and other information relating to the event.

Poster competitions

The RCP regional team maintains information about you in order to provide you with the poster competition and maintains your contact details to communicate with you about the poster competitions and the event it relates to.

The RCP manage events, including the events relating to the poster competitions via the RCP CRM system. The RCP will use the data collected on the poster competition form to process your competition entry. This includes using the email address provided to send all event information and entrant instructions.

College tutor and associate college tutors

The RCP regional team maintains information about you in order to provide you with information relating to your role as college tutor (CT) or associate college tutor (ACT) and maintains your contact details to communicate with you about items relating to your role of college tutor or associate college tutor.

The RCP will use the data collected on the CT and ACT tutor appointment form to administer your appointment as college tutor. The RCP regional team must maintain up to date contact details to communicate with college tutors and associate college tutors. Essential information relating to the role, such as updates on the curriculum and regional activity is a necessary part of the role. You will be able to opt out of receiving some of these communications e.g. college tutor newsletter at any time using our self-managed email preference centre located within your online [MyRCP account](#).

Quincentennial lecturer scheme

The RCP regional team maintains information about you in order to provide you with the Quincentennial lecturer scheme and maintains your contact details to communicate with you about the scheme and the event it relates to.

The RCP manage events, including the events relating to the Quincentennial lecturer scheme via the RCP CRM system. The RCP will use the data collected on the Quincentennial lecturer form to process your application. This includes using the email address provided to send all event information and applicant instructions.

Who will information about you be shared with?

We will share your information with internal departments, external venue providers for health and safety purposes and in some cases partner organisations who are co-hosting regional events.

We will only share your information to third parties if you have agreed to do so via specific service privacy notice.

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

All information managed by the RCP regional offices are held and used within the UK.

How long will we keep your personal data?

Whenever we collect or process your personal data, we will only keep it for as long as is necessary. At the end of our retention period, your data will be either: deleted, destroyed, deactivated or anonymised.

- Event booking related information will be held on our database for up to 2 years. Where paper records exist, these will be destroyed immediately after the event.
- Poster competition information will be held locally for up to 2 years. After 2 years information on the prize winner/s and final reports will be transferred to the archives.
- College tutor or associate college tutor related information will be removed once you have demitted from the role.
- Quincentennial lecturer scheme information will be held locally for up to 2 years. After 2 years information on the successful applicant and final reports will be transferred to the archives.

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

In some cases your data may have been provided to the RCP by Higher Education England (HEE) in order for the RCP regional offices to provide mandatory training days on their behalf. The RCP regional offices delivers this service under contract to HEE.

What are your rights?

- **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):**
 - As an attendee of a regional event we will need to keep a record of your attendance in order to verify CPD
 - As a college tutor (CT) or associate college tutor (ACT) we will need to keep your data for our records. As an ex-College Tutor or we will need to keep your basic core information (eg name, location, join & leave dates) for our historical records. If you wish to exercise this right please contact the deputy data protection officer on dpo@rcplondon.ac.uk.

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

If you have any queries or concerns about how we manage privacy, please contact the data protection officer on dpo@rcplondon.ac.uk.

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 on dpo@rcplondon.ac.uk or alternatively to the UK regulator, the Information

Commissioner's Office (ICO) – <https://ico.org.uk/concerns>. Please see their 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.