



Regional co-badged events

The RCP regional team maintains information about you in order to provide you with this CPD event and maintains your contact details to communicate with you about the event.

The RCP manage events, including regional CPD 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 relevant event specific information.

In order to deliver this event, this data will be shared with other internal departments, with the partner organisation/s who co-host the event and the external venue providers for health and safety purposes.

If you have agreed to do so via the specific service privacy notice, the RCP will also share your data with the third party sponsors 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 CPD event for up to 2 years in accordance with the RCP regional office retention schedule.

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(GDPR Article 16)** - You have the right to rectify factual errors in current RCP systems and processes when incorrect, out of date, or incomplete.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):**
 - As an attendee of a regional event we will need to keep a record of your attendance in order to verify CPD
 - If you wish to exercise this right please contact the deputy data protection officer on dpo@rcplondon.ac.uk.

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.