



Regional HEE mandatory training

The RCP regional team maintains information about you in order to provide you with mandatory training days and maintains your contact details to communicate with you about the mandatory training days on behalf of HEE.

The RCP manage events, including mandatory training days 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 and joining instructions.

In order to deliver these events, this data will be shared with other internal departments, with HEE who co-hosts these events to verify your attendance and the external venue providers for health and safety purposes.

If you have consented 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 and will not be transferred abroad.

The RCP regional team keep data relating to your attendance at the mandatory training days for up to 10 years in order for HEE to verify your attendance and certify your training. At that point your data will be securely destroyed in line with HEE disposal policy.

Your data has been provided to the RCP by HEE in order for the RCP to provide mandatory training days on their behalf to benefit you. The RCP regional team delivers this service under contract to HEE.

To exercise your rights under GDPR, in the first instance contact HEE at: <https://hee.nhs.uk/about/general-data-protection-regulation>

Further details relating to our processing activities in terms of your personal data can be found here <https://hee.nhs.uk/about/privacy-notice>

Who to contact at the RCP and how to complain

Contact the [data protection officer](#) if you have queries or concerns about the above.

If you are not satisfied with the service provided by the RCP, you have the right to complain to us (provide a local contact? Or data protection officer email again?) or the UK regulator, the Information Commissioner. See their [website](#) for further information on GDPR and your rights.

If the use of your data changes, we will update this statement to reflect that. Regularly reviewing this information ensures you remain aware of what data we hold and use.