



## Regional poster/abstract competitions

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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.

In order to deliver the poster competition, this data will be shared with other internal RCP departments, the selection panel, external venue providers for health and safety purposes and in some cases partner organisations who are co-hosting the event.

If you have agreed 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.

The RCP regional team keep data collected on the entry forms for up to 2 years in accordance with the RCP regional retention schedule. After 2 years information on the prize winner/s and final reports will be transferred to the archives.

### 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](mailto: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(GDPR Article 16)** - You have the right to rectify factual errors in current RCP systems and processes when incorrect, out of date, or incomplete.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)** – you have the right to be forgotten, restrict and stop us from processing your data.

If you wish to exercise this right please contact the deputy data protection officer on [dpo@rcplondon.ac.uk](mailto:dpo@rcplondon.ac.uk).