



Data processing statement for Advisory Appointments Committees (AACs) Unit

College representatives and successful candidates at AACs

Last updated: 29 November 2018

Under the General Data Protection Regulation (GDPR), the 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 holds about you, why we hold it, how we protect it and how you can access your rights.

In this document, 'we', 'us' and 'our' refers to the AACs Unit. We won't disclose your information to anyone, other than as set out in this statement.

What we do with your data

College representatives on AACs

On receiving your fellowship you may be invited to act as a college representative on AACs and asked whether you have undertaken equality and diversity (E&D) training in the last 3 years. The AACs Unit retains the information that:

- you have undertaken equality and diversity (E&D) training in the last 3 years and the date of your training

on internal storage systems to be able to invite you to AACs.

Registered college representatives

On registering your interest to join a network of college representatives we retain your completed registration form on internal storage systems to invite you to AACs.

The information we hold includes your declaration that:

- You are a fellow of the RCP (London) and you are currently practising in the NHS.
- You have undertaken equality and diversity (E&D) training in the last 3 years and the date of your training.

Successful candidates on AACs

As part of its involvement on an AAC the RCP will gather information on who was appointed. The RCP sends a form, to be completed by the AAC college representative or the recruiting body, who provide the details of the successful candidate. The information will be held on internal storage systems, which link the stages

of an AAC from quality assurance of the job description to who was appointed at the AAC, to be accessed by RCP staff within the Membership Support and Engagement team.

Why we need to collect and use your data

College representatives on AACs

The AACs Unit must maintain up to date contact details in order to fulfil the requirement of the NHS *Appointment of Consultants Good Practice Guidance* (January 2005) to provide college representatives on AACs. In order to meet this objective it is necessary to share selected information with NHS health authorities to support the RCP's role in nominating suitable NHS doctors to act as college representative on AACs.

Registered college representatives

On filling in the registration form to join a network of college representatives we will have obtained your direct consent to contact you to invite you to refresh your equality and diversity training at 3 years.

Successful candidates on AACs

As part of its involvement on an AAC the RCP has a legitimate interest to use the data collected on college representative / recruiting body feedback forms to contact successful candidates to:

- confirm if the candidate accepted the post
- send out the annual workforce survey
- compile information on workforce trends
- identify newly appointed consultants to keep you informed about regional meetings and events
- send a congratulatory letter and inform you of RCP membership and services that you may find useful or interesting.

Who we share your data with outside the RCP

College representatives on AACs

The AACs Unit may share the following information with NHS health authorities so that they can invite you to AACs:

- your name
- NHS contact details:
 - email and work location.
- Confirmation you have undertaken equality and diversity (E&D) training in the last 3 years

We have data sharing agreements in place with our partners to ensure your information is handled appropriately and only for the use of AACs.

Successful candidates on AACs

We do not share details of successful candidates at AACs with any external parties.

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

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

How long we keep your data and why

College representatives on AACs

The AACs Unit keeps data relating to AACs you have attended as a college representative on our bespoke AAC systems until we receive notification that you have retired from the NHS (in accordance with the Department of Health's retention policy in the *Good Practice Guidance, Appointment of Consultants, 2005*). We retain the information in order to maintain an audit trail of AACs that you have represented on and to answer follow-up enquiries.

Successful candidates on AACs

We keep successful candidate data on our AAC systems for one year. However, our Medical Workforce Unit will retain records, which originate from AAC data, on their annual consultant workforce until you retire from the NHS.

Where we got your data from, if not you

College representatives on AACs

Any data we use will come from information you provided either directly, in the annual workforce survey and your membership records stored in our customer relations management system.

Successful candidates on AACs

As part of its involvement on an AAC the RCP will gather information on who was appointed. The RCP sends a form, to be completed by the AAC college representative or the recruiting body, who provide the details of the successful candidate.

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.

- **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 and 21)** – If requested, we have the ability to restrict, stop using or ‘delete’ personal data, and you can have your details removed at any time by contacting aac@rcplondon.ac.uk.

Who to contact at the RCP and how to complain about the use of your data

If you have any queries or concerns about how we manage privacy, please contact our data protection officer: deputydpo@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 or alternatively to the UK regulator, the [Information Commissioner’s Office](#) (ICO). 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 update this processing statement. 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