

RCPCH Privacy Policy

We will always store your personal data securely. This privacy policy explains how we use your data to manage your account.

Our Contact Details

If you are located in the UK, please contact RCPCH if you wish to make a request or if you have a general enquiry.

Name: Royal College of Paediatrics and Child Health (RCPCH)

Address: 5-11 Theobalds Road, London, WC1X 8SH

Phone Number: +44 (0)20 7092 6000

E-mail: Data Protection Officer (for privacy/data protection enquiries only):

Information.Governance@rcpch.ac.uk

General enquiries can be sent via [our contact form](#) or [contact the relevant team directly](#).

Our EEA Representative

If you are located in the EEA or EU, you can contact DataRep if you wish to make a request under EU GDPR:



As we sometimes process personal data of individuals in the EU and EEA area, in either the role of 'data controller' or 'data processor', we have appointed DataRep as our Data Protection Representative in the European Union for the purposes of EU GDPR so that you can contact them directly in your home country.

If we have processed or are processing your personal data and you are located outside of the UK, you may be entitled to exercise your rights under EU GDPR in respect of that personal data. For more details on your rights in the EU, please refer to the [European Commission](#) or the national Data Protection Authority in your country.

If you want to raise a question to RCPCH, or otherwise exercise your rights in respect of your personal data, you may do so by:

- Sending an email to DataRep at datarequest@datarep.com quoting, RCPCH in the subject line;
- Contacting DataRep on their [online webform](#); or
- Mailing your enquiry to DataRep at the most convenient of the addresses in the subsequent pages.
- For general enquiries about RCPCH and its data processing, please contact: information.governance@rcpch.ac.uk

Please note, when mailing inquiries, it is essential that you mark your letters for 'DataRep'

and not 'RCPCH', or your inquiry will not reach them. Please refer clearly to RCPCH in your correspondence. On receiving your correspondent, RCPCH is likely to request evidence of your identity, to ensure your personal data and information connected with it is not provided to anyone other than you.

Please note this is for **GDPR/Privacy queries only**. If you have a general enquiry, please use the contact details above.

If you have any concerns over how DataRep will handle the personal data they will require to undertake for their services, please refer to their [privacy notice](#).

Automated Decision Making and Profiling

We do not undertake profiling by solely automated means.

Why do we collect this information?

Data protection law requires that we have a lawful basis to process your information. For this project the basis is:

- "Legitimate Interest" – where we have assessed that the benefits of us processing your data are legitimate and not outweighed by your interests or legal rights.

Once you have signed up to the network, we will collect and process your personal data where it is in our legitimate interest to do so, to enable us to administer the network. This

may include things like communicating with network members, organising events, meetings and activities and collaboration.

If you no longer want to be part of the network, you can opt out at any time by contacting StrategicProjects-Team@rcpch.ac.uk.

If you agree to share a case study with us, this may be published on our website. If you provide a case study, please do not include any identifiable information.

Who might we share your information with?

If you join the network your name, trust, role and email address may be shared with other members of the network to facilitate events, communication and collaboration. We will seek your consent before making any of your information public.

How long do we hold your information for?

We put security measures in place to ensure that your information is securely stored. We will only retain your information for as long as you are part of the network. If you no longer want to be part of the network, we will suppress your details. You can opt out at any time by contacting StrategicProjects-Team@rcpch.ac.uk.

We will then dispose of your information by deleting our records of this information.

Transferring information outside of the UK

To provide some products and services we, or our data processors, may transfer and process information in countries outside of the UK. Some of these countries, such as those in the EEA, will have an officially recognised equivalent level of protection to the UK (adequacy decision). A list of these countries can be found via the [ICO website](#). Where there is no adequacy decision, we will take all reasonable steps necessary to ensure that your information is protected by having in place a recognised safeguard with our partners and suppliers, such as regulatory approved Standard Contractual Clauses, Binding Corporate Rules or Codes of Conduct.

To find out more about any specific uses of information in countries outside of the UK, or for further information about the safeguards that we have put in place, please contact the RCPCH Data Protection Officer: information.governance@rcpch.ac.uk

Your Rights

You have the following rights in relation to your data:

- **Right of access** and right to have a copy of your personal data in a standard format (**right to data portability**). You can ask us for a copy of the information that we hold about you. You can also ask us for a copy of your data in a standard format where

this is technically possible. But this only applies where we are holding your information with consent or as part of a contract with you.

- Change any factual errors or inaccuracies (**right of rectification**). If you have an RCPCH online account you can [change and update your personal data](#). It is your responsibility to update us of any changes to the personal information you have provided. You can also contact us either via [our contact form](#) or [contact the relevant team directly](#).
- Delete your personal data (called a **right to erasure**). We cannot delete all personal data as we may have a legal obligation or because we have a requirement to retain it for a task in the public interest, but we can delete non-essential data.
- Restrict the use of your data (**right of restriction**). You can request that we deactivate your RCPCH online account or that we only store your data but undertake no further processing. However, this only applies to certain circumstances.
- Object to processing (**right to objection**). You can ask that we stop using data that is not necessary for fulfilling our legal obligations.
- You can leave the network at any time by contacting: StrategicProjects-Team@rcpch.ac.uk and we will no longer contact you about the group.

Please contact the RCPCH Data Protection Officer if you wish to make a request, contact details are at the [top of this privacy policy](#).

If you are located in the EU/EEA, wish to make a request, you can contact our EEA Representative, contact details are at the [top of this privacy policy](#).

If you make a request, we have one month to respond to you.

How to contact us or complain

If you are unhappy with how we are using your personal data, you should contact us in the first instance so that we can understand and try to resolve your concern. If we can't resolve the issue, you have the right to complain to the Information Commissioners Office (ICO). The ICO is the UK's independent body set up to uphold information rights.

The ICO's address:
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113
ICO website: <https://www.ico.org.uk>

If you have any questions about our privacy policy, the information we hold about you or you wish to make a complaint, please send an email to:
information.governance@rcpch.ac.uk

Cookies

This privacy policy only applies to the RCPCH website (rcpch.ac.uk) and the forms held on this website so when you link to other websites you should read their own privacy policies to find out how they use your data as well as cookies, tracking and analytics information.

How to contact DataRep in writing

When preparing your own documentation identifying DataRep to be contacted as your Data Protection Representative, please ensure those contacting are instructed to post their requests addressed to 'DataRep' and not your organisations directly; communications addressed to you directly but at our contact locations will likely not be received.

Country	Address
Austria	DataRep, City Tower, Brückenkopfgasse 1/6. Stock, Graz, 8020, Austria
Belgium	DataRep, Place de L'Université 16, Louvain-La-Neuve, Waals Brabant, 1348, Belgium
Bulgaria	DataRep, 132 Mimi Balkanska Str., Sofia, 1540, Bulgaria
Croatia	DataRep, Ground & 9th Floor, Hoto Tower, Savska cesta 32, Zagreb, 10000, Croatia
Cyprus	DataRep, Victory House, 205 Archbishop Makarios Avenue, Limassol, 3030, Cyprus
Czech Republic	DataRep, IQ Ostrava Ground floor, 28. října 3346/91, Ostrava-mesto, Moravska, Ostrava, Czech Republic
Denmark	DataRep, Lautruphøj 1-3, Ballerup, 2750, Denmark
Estonia	DataRep, 2 nd Floor, Tornimäe 5, Tallinn, 10145, Estonia
Finland	DataRep, Luna House, 5.krs, Mannerheimintie 12 B, Helsinki, 00100, Finland
France	DataRep, 72 rue de Lessard, Rouen, 76100, France
Germany	DataRep, 3rd and 4th floor, Altmarkt 10 B/D, Dresden, 01067, Germany
Greece	DataRep, 24 Lagoumitzi str, Athens, 17671, Greece
Hungary	DataRep, President Centre, Kálmán Imre utca 1, Budapest, 1054, Hungary
Iceland	DataRep, Kalkofnsvegur 2, 101 Reykjavík, Iceland
Ireland	DataRep, The Cube, Monahan Road, Cork, T12 H1XY, Republic of Ireland
Italy	DataRep, Viale Giorgio Ribotta 11, Piano 1, Rome, Lazio, 00144, Italy
Latvia	DataRep, 4th & 5th floors, 14 Terbatas Street, Riga, LV-1011, Latvia
Liechtenstein	DataRep, City Tower, Brückenkopfgasse 1/6. Stock, Graz, 8020, Austria
Lithuania	DataRep, 44A Gedimino Avenue, 01110 Vilnius, Lithuania
Luxembourg	DataRep, BPM 335368, Banzelt 4 A, 6921, Roodt-sur-Syre, Luxembourg
Malta	DataRep, Tower Business Centre, 2nd floor, Tower Street, Swatar, BKR4013, Malta
Netherlands	DataRep, Cuserstraat 93, Floor 2 and 3, Amsterdam, 1081 CN, Netherlands
Norway	DataRep, C.J. Hambros Plass 2c, Oslo, 0164, Norway
Poland	DataRep, Budynek Fronton ul Kamienna 21, Krakow, 31-403, Poland
Portugal	DataRep, Torre de Monsanto, Rua Afonso Praça 30, 7th floor, Algès, Lisbon, 1495-061, Portugal
Romania	DataRep, 15 Piața Charles de Gaulle, nr. 1-T, București, Sectorul 1, 011857, Romania
Slovakia	DataRep, Apollo Business Centre II, Block E / 9th floor, 4D Prievozska, Bratislava, 821 09, Slovakia
Slovenia	DataRep, Trg. Republike 3, Floor 3, Ljubljana, 1000, Slovenia
Spain	DataRep, Calle de Manzanares 4, Madrid, 28005, Spain

Sweden	DataRep, S:t Johannesgatan 2, 4th floor, Malmo, SE - 211 46, Sweden
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