Invited Reviews Programme Review Visits and Surveys

Who we are
We are the Royal College of Paediatrics and Child Health (RCPCH), 5-11 Theobalds Road, London, WC1X 8SH (telephone: +44 (0)20 7092 6000). If you have any questions about how your personal data is handled by RCPCH, you can contact the Data Protection Officer, by writing to the Information Governance Manager at the address above or emailing: information.governance@rcpch.ac.uk.

What Information will we be collecting?
As part of our service and design reviews we request information about clinical services and the workforce, which may include the names of staff, details of training undertaken in connection with their work and in some cases job plans. Where we conduct individual or casenote reviews we may also request details of assessments, appraisal and notes/letters relating to personal and professional practice. For more details on what categories of information will be included and to find out more about why we are collecting this information, please see the Invited Reviews Process and Guidance Manual on www.rcpch.ac.uk/invitedreviews.

We process personal data based on consent which individuals can withdraw at any time. If an individual does not want their personal data to be included in the data collection, please contact the RCPCH Invited Reviews team via email so that this can be removed: invited.reviews@rcpch.ac.uk If you are submitting personal data about another individual, including staff name and position, you must ensure that they have been made aware of this privacy notice and that they are happy for the personal data to be included.

Why do we collect this information?
We encourage organisations to submit data as it forms the basis for the improvement of services for children and young people both on a local and national scale. By participating in an Invited Review, you are agreeing to the data that we collect, which includes personal information, to be used for the purposes of conducting and reporting the review and only for this purpose.
Who might we share the information with?

Any medical staffing data published or shared with third parties is anonymised and aggregated. Overall service data may be shared internally and externally to provide an understanding of the structure of paediatric services in England and Wales, but the unit visited will be confidential unless the report has been published by the Trust or Health Board. Your personal data will not be transferred outside of the EEA.

How can individuals access the information you hold about them?

Under GDPR individuals have certain rights in regard to the data we hold. They can ask us to delete personal data, change any inaccuracies, restrict what we use personal data for or ask us to stop processing their data. They can also request that the data we hold about them is given back to them or given to another service provider in a commonly used format. This is called data portability. Individuals are also entitled to a copy of the information we hold about them. However, there are some restrictions that apply to these requests, such as where we have overriding legal requirements we have to comply with. To find out more about rights, visit the ICO website or to make a request please contact the Information Governance Manager by email: information.governance@rcpch.ac.uk or writing to them at the RCPCH address above.

All personal data will be processed in accordance with data protection legislation and we have a legal duty to protect any information we collect. We have measures in place to ensure personal data is securely and safely stored. Individuals have the right to complain to the ICO if they have concerns about the way their personal data is being handled: casework@ico.org.uk

How long do we keep hold of information for?

Personal information will only be kept until the review is completed and the final report accepted and signed off. After this, we will only keep data that is necessary for historical or research purposes until it is no longer required for this purpose.