

RCPCH Workforce Snapshot Survey Privacy Notice

Who we are

This survey is run jointly between the RCPCH and the Getting It Right First Time (GIRFT) Programme of NHS Improvement and we are joint data controllers. Your responses should be returned to rnoh.GIRFTneonatology@nhs.net. For more information about how to complete the survey, please read the instruction sheets attached.

The Royal College of Paediatrics and Child Health's (RCPCH) aim is to transform child health through knowledge, innovation and expertise for a healthier future for children and young people across the world. The contact details for the College are: 5-11 Theobalds Road, London, WC1X 8SH (telephone: +44 (0)20 7092 6000). The Data Protection Officer can be contacted directly via email at: Information.Governance@rcpch.ac.uk.

GIRT is a national programme overseen by NHS improvement that aims to deliver quality improvement in patient outcomes through peer to peer discussion with clinicians and managers in trusts and wider local partners. It combines wide-ranging data analysis with input and professional knowledge of clinicians to examine how things are currently being done and how they could be improved. The contact details for NHS Improvement are: 133-155 Waterloo Road, Wellington House, London, SE1 8UG. The Data Protection Officer can be contacted directly via email at: england.dpo@nhs.net.

What information do we collect from you?

The survey will collect information to gain a snapshot of the medical workforce covering paediatrics and neonatology over two 24 hour periods in September 2019. This includes:

- Your name and email address
- Your Trust, hospital name and neonatal unit designation
- Data relating to the staffing, shifts, service and activity, as well as your opinions on the service.

Patient identifiable information will not be collected. No personal data, other than the responders name and contact details, will be collected although there may be some potential small numbers in the response provided.

Why do we collect this information?

Although completion of the survey is voluntary, we encourage organisations to submit this in their and the College's legitimate interest as it forms the basis for the improvement of child health policy and workforce planning both on a local and national scale. This data also supports NHS Improvement's duty under the Health and Social Care Act 2012 to protect and promote the interests of people who use healthcare services.

The information provided in this survey will be used for the following purposes:

- For GIRFT to identify clinical variation in a benchmarked datapack

- To support GIRFT deep dive visits or GIRFT implementation meetings in hospitals
- To support recommendations in the GIRFT national specialty report
- To support neonatal network GIRFT meetings
- For RCPCH national reports of the United Kingdom nations on the medical workforce in paediatrics and neonatology and to produce Trust and Health Board level reports.

Who might we share your information with?

Your responses, including your name and contact details, will be accessed by both GIRFT and RCPCH.

The RCPCH may publish aggregated data in reports or use it in further research but we will never publish raw data. If we want to publish data, any data that could be used to identify you will be removed or changed and only anonymised data will be used.

Your information will not be sent outside of the EEA.

How long do we keep your personal data?

GIRFT and RCPCH will retain their own copies of the information in line with their organisational retention policies. Please see GIRFT's privacy notice (attached to the survey materials) to find out more about how GIRFT will look after your data.

We retain responses for 10 years and review collated data for historical or research purposes until it is no longer required for this purpose. Reports and anonymised data are kept permanently.

Your rights

Under data protection legislation, you have certain rights in regards to the data we hold about you. You can ask us to delete your personal data (called a right to be forgotten), change any inaccuracies, restrict what we use your personal data for or ask us to stop processing your personal data. You can also request that the data we hold about you is given back to you or given to another service provider in a commonly used format. This is called data portability. You are entitled to ask for a copy of the data we hold about you as well. However, there are some restrictions which apply to these requests, such as if we have an overriding legal obligation to keep the data.

If you have received the survey from RCPCH, you can contact the RCPCH Data Protection Officer with any of the requests above by emailing information.governance@rcpch.ac.uk.

In accordance with Data Protection Legislation, we have a legal duty to protect any information we collect from you and we have measures in place to ensure your data is securely and safely stored. You do have the right to complain to the ICO if you have concerns about the way your personal data is being handled: casework@ico.org.uk.