

# RCPCH Workforce Census 2020

## Privacy Notice (Clinical Directors and Leads)

### 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).

### What information will we be collecting?

We will ask you to provide information about yourself, your child health service and your staff for the Paediatric Workforce Census 2020. Some of the information provided will include the personal data of yourself and paediatric consultants and SAS doctors within your units. A separate Privacy Notice will be provided for paediatric consultants and SAS doctors informing them of their individual rights under data protection legislation. For more details on what categories of information will be included and to find out more about why we are collecting this information, visit the [About the Census web page](#).

The College is collecting your personal data as it is in RCPCH's and the paediatric profession's legitimate interest to be able to collect as much data as possible for the Workforce Census to inform workforce planning and child health policy in the future. This does not affect your rights and freedoms as individuals and, if you do not want your personal data to be included in the workforce census data collection, this can be removed by contacting the RCPCH Workforce team: [workforce@rcpch.ac.uk](mailto:workforce@rcpch.ac.uk)

### Why do we collect this information?

Completion of this survey is voluntary however we do encourage organisations to submit data as it forms the basis for the improvement of child health policy and workforce planning both on a local and national scale. By completing this survey, you are agreeing for the raw data that we collect, which includes personal information about yourself, to be used for the census for the following purposes:

- To compile the workforce census report and national briefings. All published data will be in an aggregated format with all personal information anonymised.
- To compile regional and Health Board and Trust level reports that will be shared with Health Boards and Trusts and published online. All published data will be in an aggregated format with personal information anonymised.
- To respond to workforce and service-related enquiries.

- In an aggregated form, medical staffing data will be shared internally with sub-specialty groups to verify that the numbers of consultants in each specialty we record are correct.
- If the unit is part of an Invited Review, information may be shared with RCPCH Invited Reviews Service to provide background information to that review.
- Child health service data may be shared internal and externally to provide an understanding of the structure of paediatric services in the UK. For example, we may provide a list of hospitals with inpatient paediatric services.
- To provide a list of clinical directors or paediatric service leads which may be used internally for RCPCH education and research purposes, for example conducting other surveys or inviting leads to educational events.
- By collecting your personal data RCPCH can pre-load data for the next census, making it much faster for organisations to provide their response.
- Aggregated and anonymised data may be shared with external third parties such as the UK government, the Scottish Government, the Welsh Government and the Northern Ireland Assembly, workforce planning bodies, other Royal Colleges and external researchers in order to campaign for and support child services and for future research purposes.

### **Who might we share your information with?**

All medical staffing data published or shared with third parties is anonymised and aggregated. Where the number of consultants or doctors is less than five, results will be suppressed to avoid inadvertent identification.

Child health service data may be shared internally and externally to provide an understanding of the structure of paediatric services in the UK. For example, we may provide a list of hospitals with inpatient paediatric services.

Your personal data will not be transferred outside of the UK.

### **What rights do I have?**

You have several rights in relation to the data we process about you:

1. You have the right to request a copy of the information we hold about you;
2. You have the right to change any factual errors or inaccuracies;
3. You can ask that we delete your personal data, but this will only apply in certain circumstances.

4. You can ask that we restrict the processing of your personal data so we only store it but undertake no further processing.
5. You have the right to object to processing.

If you want to submit any of these requests, please send them to the RCPCH Data Protection Officer via email: [information.governance@rcpch.ac.uk](mailto:information.governance@rcpch.ac.uk) or by writing to [5-11 Theobalds Road, London, WC1X 8SH](#).

All personal data will be processed in accordance with data protection legislation and we have a legal duty to protect any information we collect from you. 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](mailto:casework@ico.org.uk).

#### **How long do we keep hold of your information for?**

Personal information will only be kept until the next census to enable the data to be pre-uploaded for the next census. After this, we will only keep data that is necessary for historical or research purposes until it is no longer required for this purpose.