

## PEER REVIEW PRIVACY NOTICE APRIL 2020

### 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](mailto:information.governance@rcpch.ac.uk).

### What Information do we collect from you?

The Trust will share information with us ahead of the peer review visit. This will be about the system and services provided by the paediatric diabetes unit to inform the activities of the National Diabetes Quality Programme: primarily the Self-Assessment which also informs the peer review visit and external verification workstreams.

This will include personal information about members of the Paediatric Diabetes Unit, relevant colleagues both within the Health Board / Trust and associated services (e.g. but not limited to NHS organisations, social care, schools, third sector) such as the names, job details, email addresses and details of training. We may also require names or other personal information of those who use the service, such as parent or patient representatives who participate in Health Board / Trust activities We may occasionally be provided with special category data, such as information about a health condition, either voluntarily by the data subject or someone else involved in the review. We will only record this where it is relevant to the review and we will anonymise where possible.

To find out more about why we are collecting this information, please visit the Diabetes Quality Programme website: [www.rcpch.ac.uk/diabetesquality](http://www.rcpch.ac.uk/diabetesquality).

**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 are happy for the personal data to be included.**

Sensitive data is not routinely collected but may be submitted by units participating.

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## Why do we collect this information?

We process your personal data for the following legal basis:

- Where necessary for carrying out a task in the public interest which in this case is to ensure high standards of service provision and safety in paediatric diabetes healthcare.
- Where you have voluntarily consented to participate in the view, for example you are a patient or carer representative.

We encourage organisations to submit data as it forms the basis for the improvement of diabetes services for children and young people both on a local and national scale. By completing this self-assessment, you are agreeing for the raw data that we collect, which includes personal information about yourself, to be used for the self-assessment process for the following purposes:

- To compile the self-assessment report and scoring for your unit. All published data will be in an aggregated and anonymised format, where only the name of the unit will be identifiable.
- The self-assessment report will form part of the National Diabetes Quality Programme Peer Review process. Information on the unit will be shared with members of the peer review team to provide background information to the visit and in compiling the review report.
- Diabetes service data, but not personal data, may be shared internally and externally to provide an understanding of the structure of paediatric diabetes services in the England and Wales. For example, we may provide a list of units without access to designated psychological support for patients and their families.
- 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. We will only contact you where we have a legitimate interest or with your consent, and only where appropriate safeguards have been put in place.
- By collecting your personal data, the data collection platform can be pre-loaded for the next round of self-assessment, reducing input time for subsequent rounds.
- The College is collecting your unit data as part of the self-assessment process for the National Diabetes Quality Programme to inform the delivery of care for children and young people with diabetes in England and Wales. This does not affect your rights and freedoms as individuals.

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## Who might we share your information with?

We collect the contact details of clinical leads from services participating in the Diabetes Quality Programme and may request or receive updates from network managers to ensure we have the correct contact details.

Network managers have view-only access to the self-assessment submissions of units in their region through the platform to enable them to identify and support services in completing the submission and identifying areas for service improvement.

RCPCH third party suppliers who are acting on our behalf as data processors to provide certain products and services for the College.

Unit submissions are shared with members of the peer review team and RCPCH staff for the purposes of organising and delivering the peer review visit and report. Information regarding job roles and training will be included in a report provided to the service. We will aim to remove and anonymise personal data where possible in the final report, although some information may still occasionally be identifiable.

For more details about how this information is used in the peer review report, see Service Privacy notice at [www.rcpch.ac.uk/diabetesquality](http://www.rcpch.ac.uk/diabetesquality)

Aggregated and anonymised data may be shared with external third parties such as the UK government, the Welsh Government, NHS England, CQC, CSQM, the National Diabetes Network, other Royal Colleges and external researchers to campaign for and support diabetes services and for future research purposes.

We may occasionally be required by law or a statutory obligation to disclose your information, for example if there is a safeguarding incident.

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

## How can I access the information you hold about me?

**Right of access and right to have a copy of your personal data in a standard format (data portability):** you can ask for a copy of the information that we hold about you and you can ask us for a copy of your data in a standard format where this is technically possible. This only applies where we are holding your information with consent or as part of a contract with you.

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**Change any factual errors or inaccuracies:** It is your responsibility to update us of any changes to the personal information you have provided. If you have an RCPCH online account, you can update your details via this. Alternatively, use [our contact form](#) or contact the RCPCH Diabetes Quality Team via email on: [diabetes.quality@rcpch.ac.uk](mailto:diabetes.quality@rcpch.ac.uk).

**Delete your personal data:** (right to be forgotten). We cannot delete all personal data as we may have a legal obligation or other requirement to retain it, but we can delete non-essential data.

**Restrict the use of your data:** you can request that we only store your data but undertake no further processing, but only under certain circumstances.

**Object to Processing:** You can ask that we stop using data that is not necessary to fulfil our contractual obligations.

**Withdrawal of consent:** if you have consented to us processing your data for something, you can withdraw at any time

To find out more about your rights, visit the [ICO website](#) or to make a request please contact the Information Governance Manager by email: [information.governance@rcpch.ac.uk](mailto:information.governance@rcpch.ac.uk) or writing to them at the RCPCH address above.

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](mailto:casework@ico.org.uk).

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

Self-assessment submission data will be retained until the end of the programme plus one year.

Final reports will be retained for 7 years from the end of the NDQP programme then transferred to [the College's archive](#) to be reviewed for permanent preservation.

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