

PEER REVIEWERS PRIVACY NOTICE MARCH 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.

What Information do we collect from you?

The information provided will include the personal data including, but not limited to:

- contact details
- information about your career/employer/professional experience including a short biography and photo for our promotional material
- dietary and/or accessibility needs
- any conflict of interest.

Why do we collect this information?

We process your personal data through the application process and, where your application is successful, during your role as peer reviewer. The legal basis for doing this is contractual and where it is necessary in our legitimate interest to do so.

We process personal data to recruit, train and manage our contract with peer reviewers so that we can organise the peer review visit deliver the report, and inform development of the peer reviewer cohort.

This includes where processing is necessary for us to identify individuals to participate in peer review visits, depending on their discipline, location and experience. Participation comprises identification of a peer review team for each visit, preparatory activities, organising the visit and production of the report. We require Peer Reviewers to provide us with a biography so that this can be submitted to the Trust/Health Board ahead of the visit to inform them who their reviewers are. Although not a requirement, we do ask peer reviewers to supply us with a photograph as this makes it easier for Health Board/Trust staff to identify the reviewers on the day.

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To provide updates about the activities of the Programme including non-core activities. If you wish to unsubscribe from future updates about developments and updates, please contact the RCPCH Diabetes Quality Team via: diabetes.quality@rcpch.ac.uk

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

Who might we share your information with?

Sharing your information with other organisations

Information such as names and employer details are shared with 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) as well as services users participating in the peer review to facilitate the organisation and delivery of the peer review and report. In addition, car registration details and dietary / accessibility requirements are shared with service representatives to enable organisation of the visit.

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

Should we receive any other request to share your personal data, we will obtain your consent beforehand.

Sharing your information within RCPCH

Limited information, such as names and employer details will be shared with other members of the peer review team and RCPCH staff to enable us to organise visits. We may share contact details across members of the peer review team with your permission. We may also share your information with RCPCH third party suppliers who are acting on our behalf as data processors to provide certain products and services for the College.

Publishing Data

We may share the personal information of peer reviewers with their relevant Network Manager where it is in our legitimate interest to do so to both enable support to reviewers and identification of potential new reviewers. If you have any concerns or questions about this, or do not want your details to be shared, please contact the team on diabetes.quality@rcpch.ac.uk.

The report will include the name and employer details of members of the peer review team. If you do not wish your details to be included, it is your responsibility to let the staff team know.

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Whilst the RCPCH will not publish reports, they may be published by the Health Board / Trust at their discretion or they may be required to disclose publicly if the Trust receives a Freedom of Information request.

We may publish data about the programme and impact outcomes. However, we will only publish anonymised data and statistics.

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.

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.

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. For example if you no longer want us to use your photograph.

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 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.

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How long do we keep hold of your information for?

If you have successfully been selected as a peer reviewer, we will retain your information for 6 years after your last peer review visit. If you have not been selected as a peer reviewer, we will keep your information until six months after your application. If you have consented to us processing your information we will only process it for as long as you consent, and as soon as you withdraw consent, we shall suppress your details.

Do we make use of automated decision making, or profiling?

We do not use automated decision making or profiling other than as required to help us assess and select appropriate peer reviewers for visits.

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