

RCPCH Privacy Policy

The RCPCH's Invited Reviews service delivers clinically led peer review and consultancy services to healthcare providers, commissioners and service planners across the UK. We advise and support teams to resolve concerns about paediatric provision, safety, team dynamics and communication, compliance with standards and proposals for reconfiguration or service design.

We will always store your personal data securely. This privacy policy explains how we use your data to manage your account.

As we will be processing your data via a webform, please also read the [RCPCH website privacy policy](#) for details about how your data is processed through our website.

Our Contact Details

Name: Royal College of Paediatrics and Child Health (RCPCH)

Address: 5-11 Theobalds Road, London, WC1X 8SH

Phone Number: +44 (0)20 7092 6000

E-mail: Data Protection Officer: Information.Governance@rcpch.ac.uk

General enquiries can be sent via [our contact form](#) or [contact the Invited Reviews team directly](#).

What Information do we collect about you?

Most of the personal data we process is provided to us directly by you. The information provided will include the personal data including, but not limited to:

- Contact details
- General Medical Council number, to confirm registration status
- Information about your career/employer/professional experience including a short biography and photo for our promotional material
- Area(s) of specialty and expertise
- Dietary and/or accessibility needs
- Any conflict of interest

Why do we collect this information?

We collect and process your personal data through the application process and, where your application is successful, to manage and administer your role as an Invited Reviewer. The legal basis for doing this is:

- “Consent” – we may ask for your consent to process your personal data. You can withdraw consent a20220727 Peer Reviewer Privacy Notice v1 FINALt any time.

- “Contractual Obligation” – where we need to process your personal data either to take steps to enter into a contract with you or to fulfil a contract we already have with you.
- “Legitimate Interest” – where we have assessed that the benefits of us processing your data are legitimate and not outweighed by your interests or legal rights.

We process personal data to recruit, train and manage our contract with Invited Reviewers so that we can organise the review visit, deliver the report and inform development of the Invited Reviewers cohort. This includes, where processing is necessary, for us to identify individuals to participate in review visits, depending on their specialty, discipline and experience. Participation comprises identification of a review team for each review, preparatory activities, organising the visit and production of the report.

We require Invited Reviewers to provide us with a biography so that this can be submitted to the Trust/Health Board ahead of the review to inform them who their reviewers are. Although not a requirement, we do ask Invited Reviewers to supply us with a photograph as this makes it easier for Trust/Health Board staff to identify reviewers on the day. This is provided with your consent, which you can withdraw at any time by contacting the invited reviews team: invited.reviews@rcpch.ac.uk

Further to this, we collect your personal data 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 Invited Reviews team via: invited.reviews@rcpch.ac.uk.

We do not use your personal data to make automated decisions or undertake profiling about you.

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 commissioning Trust/Health Board to facilitate the organisation and delivery of the review and report. In addition, dietary/accessibility requirements are shared with service representatives to enable organisation of the visit should this be an in-person 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, where possible.

Publishing Data

We may share the personal information of Invited Reviewers with their relevant Trust/Health Board 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 invited.reviews@rcpch.ac.uk.

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

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

We may publish data about the Invited Reviews 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 long do we hold your information for?

We put security measures in place to ensure that your information is securely stored.

If you have successfully been selected an Invited Reviewer, we will retain your information until end of service plus six years. We will then dispose of your information by removing all received information from our electronic files.

If you have not been selected as an Invited 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.

Transferring information outside of the UK

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

Your Rights

You have the following rights in relation to your data:

- **Right of access** and right to have a copy of your personal data in a standard format (**right to data portability**). You can ask us for a copy of the information that we hold about you. You can also ask us for a copy of your data in a standard format where this is technically possible. But 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 (**right of rectification**). It is your responsibility to update us of any changes to the personal information you have provided by contacting: invited.reviews@rcpch.ac.uk

- Delete your personal data (called a **right to erasure**). We cannot delete all personal data as we may have a legal obligation or because we have a requirement to retain it for a task in the public interest, but we can delete non-essential data.
- Restrict the use of your data (**right of restriction**). You can request that we only store your data but undertake no further processing. However, this only applies to certain circumstances.
- Object to processing (**right to objection**). You can ask that we stop using data that is not necessary for fulfilling our legal obligations.
- Where you have consented to us using your personal data, you can **withdraw consent** at any time by contacting the Invited Reviews team via invited.reviews@rcpch.ac.uk.

Please contact the RCPCH Data Protection Officer if you wish to make a request, contact details are at the [top of this privacy policy](#). If you make a request, we have one month to respond to you.

How to contact us or complain

If you are unhappy with how we are using your personal data, you should contact us in the first instance so that we can understand and try to resolve your concern. If we can't resolve the issue you have the right to complain to the Information Commissioners Office (ICO). The ICO is the UK's independent body set up to uphold information rights.

The ICO's address:
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113
ICO website: <https://www.ico.org.uk>

If you have any questions about our privacy policy, the information we hold about you or you wish to make a complaint, please send an email to: information.governance@rcpch.ac.uk

Changes to this Privacy Policy

We keep our privacy policy under review, and we will place any updates on this web page. This privacy policy was last updated on 27 July 2022.