

RCPCH Privacy Notice

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.

This notice is for anyone who participates in an invited review through interview or other means of them providing their views, comments, and information they consider to be relevant to the Terms of Reference (TOR) for the review.

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?

As part of our invited reviews, we may request information about clinical services and the workforce. Your healthcare organisation will provide us with your name and job title, and in some cases details of training undertaken in connection with your work and job plans. We will also make notes during interviews which may capture your opinions and comments. We do ask you to provide feedback in an anonymised format, however, occasionally comments may be identifiable.

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 that they are happy for the personal data to be included.

Why do we collect this information?

Although participation is voluntary, if you do take part, we will process your personal data where we have a legitimate interest to do so, in order to conduct the review.

We encourage organisations to submit data as it forms the basis for the improvement of services for children and young people both on a local and national scale. By participating in an invited review, you are agreeing to the data that we collect, which includes personal information, to be used for the purposes of conducting and reporting the review and only for this purpose.

We may also process your data where we have a legal obligation to do so or where we need to perform a task in the public interest, for example if we receive a legal request for disclosure or if we have to escalate a safety concern. Section 9 of the *'Information and guidance booklet for participants and interviewees involved in an invited review'* provides more information about this.

The report will only include anonymised data from the interviews.

Who might we share your information with?

Section 9 of the *'Information and guidance booklet for participants and interviewees involved in an invited review'* provides more information on who we might disclose your personal data to and why.

Any medical staffing data published or shared with third parties is anonymised and aggregated. Overall service data may be shared internally and externally to provide an understanding of the structure of paediatric services in England and Wales, but the information relating specifically to the unit visited will be confidential unless the report has been published by the Healthcare Organisation (i.e., Trust or Health Board).

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

How long do we hold your information for?

Section 9 of the *'Information and guidance booklet for participants and interviewees involved in an invited review'* provides retention details. We put security measures in place to ensure that your information is securely stored.

Your Rights

You have the following rights in relation to your data:

- You can ask us for a copy of the information that we hold about you (**right of access**). Section 9 of the *'Information and guidance booklet for participants and interviewees involved in an invited review'* provides further details on this type of request.
- 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. Please contact us if any of the details are incorrect: 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.

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 21 November 2022.