



RCPCH Privacy Policy

This Privacy Notice explains how we will process your personal data in relation to volunteer mentoring.

Our Contact Details

If you are located in the UK, please contact RCPCH if you wish to make a request or if you have a general enquiry.

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 (for privacy/data protection enquiries only):

Information.Governance@rcpch.ac.uk

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

Our EEA Representative

If you are located in the EEA or EU, you can contact DataRep if you wish to make a request under EU GDPR. For more details please see our [Website Privacy Policy](#).

Why do we collect this information?

The personal data we will collect from you as part of the application process will be used to process your application including shortlisting for interview. If you are successful, we will then use your personal data to administer your volunteer placement. If you are unsuccessful, we will use your personal data to contact you about future opportunities. You can opt out at any time by contacting the global team at via global@rcpch.ac.uk

The legal basis for us processing your personal data is “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. We may also process your personal data where it is necessary to fulfil our legitimate interests (such as contacting you about future opportunities), where this has been carefully balanced against your own interests.

We will carry out enhanced DBS checks where there is a legal requirement to do so within the volunteer role, in line with the Rehabilitation of Offenders Act 1974.

We will also collect special category data relating to your nationality. We collect this where necessary for either country specific visa processes (where necessary for social security law), and so that we can identify relevant insurance for you (where there is a substantial public interest).

Automated Decision Making and Profiling

We do not use your personal data to make automated decisions or undertake profiling about you. However, if you are unsuccessful, we may use your application to identify other relevant roles that you might be interested in.

Who might we share your information with?

If you are successful, we will share your CV and work history with partners and in country stakeholders so that they can review this for suitability for their country's programme. We will also send over any personal data that is required as part of the process to administer your placement, for example where a visa is required or verification of a medical license. We will only share your DBS check with country partners if it is necessary to manage the visa application process for you.

We may sometimes share your CV with donors, where we are required to do so for audit purposes, as part of our contract with you.

How long do we hold your information for?

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

If you are unsuccessful, we will keep your application for 3 years so that we can contact you about similar opportunities. You can opt out at any time by contacting global@rcpch.ac.uk and we will remove you from our mailing list. If you are successful, we will keep your personal data associated with your volunteer mentoring for 3 years from the end of your placement.

Transferring information outside of the UK

We will only transfer your personal data outside of the UK where necessary to administer your application. The legal basis for this transfer is where it is necessary for us to fulfil the contract we have with you, or where necessary for the pre-contract steps, to provide you with the volunteer mentoring programme.

To provide some products and services we, or our data processors, may transfer and process information in countries outside of the UK. Some of these countries, such as those in the EEA, will have an officially recognised equivalent level of protection to the UK (adequacy decision). A list of these countries can be found via the [ICO website](#). Where there is no adequacy decision, we will take all reasonable steps necessary to ensure that your information is protected by having in place a recognised safeguard with our partners and suppliers, such as regulatory approved Standard Contractual Clauses, Binding Corporate Rules or Codes of Conduct.

To find out more about any specific uses of information in countries outside of the UK, or for further information about the safeguards that we have put in place, please contact the RCPCH Data Protection Officer: information.governance@rcpch.ac.uk

Your Rights and Complaints

Please see the college's [Website Privacy Policy](#) for more details on your rights and how to action them, how to complain and how to contact us.