

RCPCH Child Protection Service Delivery Standards Audit Privacy Notice

Who we are:

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

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Phone Number: +44 (0)20 7092 6000

E-mail: Data Protection Officer: information.governance@rcpch.ac.uk

Enquiries relating to the audit should be sent to: Data Manager (Audit & Informatics):
CPaudit@rcpch.ac.uk

What information do we collect about you and why?

The aim of the audit is to support the pursuit of excellent quality care for children and young people by encouraging best practice in service delivery when child protection medical assessments are being undertaken.

Registration for the audit will collect information, which may include identifiable personal data, to enable us to investigate service standards across the four nations to improve child protection services. This may include:

- Name and contact details
- Information about the service

The audit will collect information on how well the [Good practice service delivery standards for the management of children referred for child protection medical assessments](#) (RCPCH, 2020) are embedded into current practice and will also collect information on current models of service delivery.

Unless explicitly requested and appropriate consent gained, please do not submit information that could identify other individuals, such as colleagues and patients, in your responses.

Both registration, and subsequent participation in the audit is voluntary, however we encourage Trusts/Health Boards to submit information as appropriate in theirs and the College's legitimate interest to improve health services and workforce planning on both a local and national level.

What do we do with your information?

The information provided in the registration to participate survey will be used for the following purposes:

- To create a database of contacts for the child protection service standards audit;
- To create a regional map of services participating in the audit;
- To identify services for participation in audit pilot studies;

The information provided in the audit will be used for the following purposes:

- To build a national picture of compliance with the standards;
- To build a national picture of models of service delivery;
- To promote opportunities for championing best practice and cross-service learning;
- To help highlight areas where standards are not being met;
- To support local action planning, and provide the data needed to support additional resource, funding, and quality improvement activity at local and national level.

Your responses, including your name and contact details, will be accessed by the RCPCH Audits, Quality Improvement, Workforce, and Health Policy teams. The RCPCH may publish aggregated data starting at Trust/Health Board level through to wider country level, in reports or use it in further research. We may also publish individual service level data where there is a legitimate interest to do so. Services, Trusts and Health Boards are given the opportunity to opt out of this. If you want to opt out in future, please contact Karina Green, Data Manager (Audit & Informatics), karina.green@rcpch.ac.uk / 020 7092 6166.

We will never publish staff or patient identifiable data.

We put security measures in place to ensure that your information is securely stored. Responses will be held securely and stored on our servers within the UK.

How long do we hold your information for?

We retain responses for 5 years from submission and review collated data for permanent preservation after this time. Reports and anonymised data may be kept permanently.

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).
- Change any factual errors or inaccuracies (right of rectification) until the deadline of the audit.
- Restrict the use of your data (right of restriction).
- Object to processing (right to objection). You can ask that we stop using data that is not necessary for fulfilling our legal obligations and delete your personal data (called a right to erasure).

Please contact the RCPCH Data Protection Officer at information.governance@rcpch.ac.uk if you wish to make a request. 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