

## **RCPCH Rota Gap Survey - privacy notice**

**February 2024**

We will always store your personal data securely. This privacy policy explains the purpose of this project, what data will be collected, and how these will be used.

The aim of the survey is to gather information on the current situation with regards to gaps in rotas for paediatric services in the UK. The information only relates to paediatric services in the UK.

The findings will not be used as a benchmarking or performance measuring tool between UK sites and will be reported in the form of aggregate, anonymised figures at national and regional level. For further details on this project please visit

<https://www.rcpch.ac.uk/rota-gaps-survey>

### **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 (for privacy/data protection enquiries only):  
[information.governance@rcpch.ac.uk](mailto:information.governance@rcpch.ac.uk)

General enquiries can be sent by contacting the Workforce Information team at  
[workforce@rcpch.ac.uk](mailto:workforce@rcpch.ac.uk).

### **What information do we collect about you?**

We are contacting you with this survey because you are an RCPCH College Tutor and, as College Tutors you will be able to access rota information because of your involvement in rota coordination (see the [College Tutor Handbook](#) for more information).

We are contacting you via the information you have previously provided to us as a member and college tutor (Your name, surname, email address, and the hospital, NHS organisation, or site you are affiliated with). Please let us know if any of these details are incorrect, so that we can update our records: [workforce@rcpch.ac.uk](mailto:workforce@rcpch.ac.uk). If a change in College Tutor at your site has occurred, you can also let us know by completing [this form](#).

Survey Monkey provide the survey and may also collect some additional personal data, please see the [Survey Monkey privacy notice](#).

### **Why do we collect this information?**

We are collecting information that will help the college identify gaps in rotas for paediatric services in the UK. This survey is voluntary. We will use your personal data so that we can send you the survey, monitor responses and undertake analysis based on geographical location (legitimate interests).

We collect information on NHS organisation and hospital for us to gain an up to date picture of what paediatric services are available and where and not to compare between organisations/hospitals.

Although we do not ask you to provide personal data in your responses to the survey, some of the information that you provide on rotas may be identifiable in some specific cases when a role is unique. Findings will be anonymised and aggregated to avoid any risk of identification. When applicable, potentially identifiable information will be suppressed or masked accordingly.

The overall aim of the rota gap survey is to:

- To gather evidence on gaps in rotas in units providing paediatric services in the UK, as the latest information available dates prior to 2019 (Legitimate Interest).
- To obtain up to date information on the current vacancy levels within Paediatrics in the UK, as information at this level is limited in some areas and not available in some other areas. This is in the interest of protecting the public and safeguarding children and young people. The data will provide information for planners and stakeholders to raise awareness and support in workforce planning within the Paediatric specialty for future improvements in staffing levels and inform potential recurring projects related to rota gaps. (Public Task)

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

## **How long do we hold your information for?**

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

As College Tutors and members, we will keep your personal information in line with the [RCPCH membership privacy notice](#). For the purposes of this survey, the respondent details will be stored separately from the responses as we receive them and when we reach the analysis stage. Once the survey is complete, we will delete the respondent details. We will also remove any identifiable information from the survey responses and may retain these in an anonymous format permanently, where this is a historical interest.

## **Transferring information outside of the UK**

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.

We are using Survey Monkey to provide the survey – see the [Survey Monkey privacy notice](#).

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](mailto:information.governance@rcpch.ac.uk)

## Your rights

You have the following rights in relation to your data:

- Change any factual errors or inaccuracies (**right of rectification**). If you have an RCPCH online account you can [change and update your personal data](#). It is your responsibility to update us of any changes to the personal information you have provided. You can also contact us either via [our contact form](#) or contact the Workforce Information team directly at [workforce@rcpch.ac.uk](mailto:workforce@rcpch.ac.uk). If a change in College Tutor at your site has occurred, you can also let us know by completing [this form](#).
- 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](mailto:information.governance@rcpch.ac.uk)