



RCPCH Privacy Policy for Clinical Guideline Consultation Form

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/EU and Swiss Representative

If you are located in the EEA or EU, or Switzerland you can contact DataRep if you wish to make a request under EU GDPR or the Swiss Federal Act on Data Protection (FADP). Please see our website privacy policy for more details on how to contact them: <https://www.rcpch.ac.uk/about-us/privacy-policy-website#our-eea-representative>



If you have any concerns over how DataRep will handle the personal data they will require to undertake for their services, please refer to their [privacy notice](#).

Why do we collect this information?

We collect and process your personal data where it is necessary in our legitimate interests to do so for the following purposes:

- To support the College's work on guideline development to ensure that all guidelines are produced to the highest of standards and contain input from those who use the guidelines such as yourself.
- To be able to identify the source of comments.

Automated Decision Making and Profiling

We do not undertake profiling by solely automated means.

Who might we share your information with?

We will share your comments with the clinical guideline developers, but your name will be removed.

How long do we hold your information for?

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

We will keep your personal data until the guideline has been developed. After this, your personal data will be securely deleted and we will only retain anonymised information.

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.

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

You have the following rights in relation to your data:

- **Right of access.** You can ask us for a copy of the information that we hold about you.
- Change any factual errors or inaccuracies (**right of rectification**). You can contact guidelines@rcpch.ac.uk if you need to update your personal data.

- 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 are located in the EU/EEA and wish to make a request, you can contact our EEA Representative, 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