

RCPCH Privacy Policy

Visiting Fellows

Introduction

Protecting the privacy and personal data of our Visiting Fellows is highly important to us. The following explains how the RCPCH uses any information you give to us and the way we protect your privacy and to comply with UK Data Protection legislation.

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](#).

What information do we collect about you?

The personal data we process is provided to us directly by you in the application form. Your referees may share your personal data as part of their reference. The information we collect on you will only come from your application submission.

Why do we collect this information?

Data protection law requires that we have one or more of the following lawful bases to process your information:

- “Legitimate Interest” – where we have assessed that the benefits of us processing your data are legitimate and not outweighed by your interests or legal rights.

We collect and process your personal data for the following purposes:

- To assess your eligibility and suitability for the Fellowship based on the criteria given in the application form (legitimate interest)
- To contact you regarding your application (legitimate interest)
- To liaise with you during the Visiting Fellowship if you are successful (legitimate interest)

If you wish to withdraw your application, you can withdraw at any time by contacting rcpch.international@rcpch.ac.uk (Global Team)

How long do we hold your information for?

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

We will retain your personal information until we have informed you of the outcome of your application, until you complete your fellowship, or until you tell us you want to be removed from the list, whichever is first. We will then dispose of your information by secure deletion

If we feel there is an applicant whom we want to develop other programmatic relationships with, we will inform said applicant of this before keeping any record of their contact 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** and right to have a copy of your personal data in a standard format (**right to data portability**). You can ask us for a copy of the information that we hold about you. You can also ask us for a copy of your data in a standard format where this is technically possible. But this only applies where we are holding your information with consent or as part of a contract with you.
- 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 relevant team directly](#).

- 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 deactivate your RCPCH online account or 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.
- You can ask to be removed from our waiting list at any time, **withdrawing consent**, by contacting Education.Provision@rcpch.ac.uk

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, 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