

**Privacy Notice****Who we are**

We are the Royal College of Paediatrics and Child Health (RCPCH), 5-11 Theobalds Road, London, WC1X 8SH (telephone: +44 (0)20 7092 6000).

The contact details for the Data Protection Officer are the same as above or via email to:

[Information.Governance@rcpch.ac.uk](mailto:Information.Governance@rcpch.ac.uk)

**What Information do we collect from your service?**

Information is collected by way of a representative of your service completing an application form to take part in the QI collaborative. For the administration of the QI collaborative and its training sessions we will collect the following information about you from your service:

- Names
- Organisation
- Professional role
- Email address

**What Information do we collect?**

We collect the contact details of clinical leads from services participating in the Diabetes Quality Programme and may request or receive updates from network managers to ensure we have the correct contact details.

To help us organise the training sessions, we will ask you to provide some additional information (on an individual basis) which may include special category data such as your dietary or accessibility requirements.

We will also ask you to provide feedback from the collaborative sessions for the purpose of getting your view on your experience of the day. The completion of this form is entirely voluntary and does not include the collection of personal information.

Anonymous survey information is collected prior to and following collaborative waves. This includes information particular to your service, such as frequency of meetings, their effectiveness, team working and use of quality improvement interventions.

Photographs are taken on the day of the collaborative events. Notices are displayed on team tables to advise delegates that photography is in operation, its purpose, and to speak to session facilitators should there be any concerns. If you do not want to be included in a photograph, please let the facilitators know.

**Why do we collect this information?**

We will process your personal data where necessary for the performance of a contract (to provide the sessions to you), where we have a legitimate interest to do so as long as on balance it does not outweigh your interests or legal rights, or where you have consented to us doing so.

These are the main ways we will use your personal data:

- The organisation of QI Collaborative sessions including any dietary or accessibility information (performance of a contract).
- To communicate with you in connection with the event. For example, to answer enquiries, to enable tasks to be completed between sessions or to communicate information of interest relating to the session (performance of a contract and legitimate interests).
- On occasion, we would also like to keep you informed of developments of the QI collaborative, invite you to related events and consultations and to ask you to be involved in the future development of the collaborative (legitimate interest). You can opt out of receiving these updates at any time by either unsubscribing through the email or contacting us on [diabetes.quality@rcpch.ac.uk](mailto:diabetes.quality@rcpch.ac.uk).
- We run the QI collaborative workshops in order to support trusts and organisations to improve CYP diabetes healthcare through engagement and collaboration. The participation in the collaborative is mutually beneficial to the participants. It is therefore in our mutual legitimate interests to let clinical leads know about forthcoming QI collaboratives so that they can enrol on upcoming workshops (legitimate interests). They can opt out of receiving these updates at any time if they wish to by unsubscribing from the email or contacting us on [diabetes.quality@rcpch.ac.uk](mailto:diabetes.quality@rcpch.ac.uk).

### **Use of photography**

Photos are taken at events for the purpose of promoting and celebrating the QI work of individual teams and sharing on QI Central and publicising the QI collaborative on social media (e.g. Twitter). We will not publish photos containing any identifiable features. If you do not want to be included in a photo you can let a facilitator know on the day or contact us afterwards on [diabetes.quality@rcpch.ac.uk](mailto:diabetes.quality@rcpch.ac.uk) if you have any concerns.

### **Who might we share your information with?**

We may sometimes need to share your information with RCPCH third party suppliers who are acting on our behalf as data processors to support us with providing you with this service, such as using our printer provider to print posters for your team which may include photos shared by you.

We may share your information with a third party where we are required to disclose the information by law or because we have a regulatory requirement to do so.

Should any other request be made to share this information, then your consent will be obtained beforehand. We will not share any of your personal information with the venue hosting the event.

If we do publish any data collected from the sessions, we will only publish anonymised data.

## What do we do with your information?

Any of your personal data that we collect for the purposes of organising the event will not be transferred outside of the EEA. Any personal data that we hold will be stored securely on our systems. Photos and other feedback material gathered at the event may be published on social media and websites which may store their data outside of the EEA and will be viewable internationally but these will not include identifiable information.

## How can I access the information you hold about me?

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 (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. Once your service has provided us with your details, we rely on you to let us know of any changes to the personal information you have provided. You can either use [our contact form](#) or contact the College's CYP Diabetes Quality Programme team on [diabetes.quality@rcpch.ac.uk](mailto:diabetes.quality@rcpch.ac.uk)
- Delete your personal data (called a right to be forgotten). We cannot delete all personal data as we may have a legal obligation or because we have a requirement to retain it for legal or contractual reasons, but we can delete non-essential data.
- Restrict the use of your data. You can request that we that we only store your data but undertake no further processing. However, this only applies to certain circumstances.
- Object to processing. You can ask that we stop using data that is not necessary for fulfilling our legal obligations.
- Where you have consented to us using your personal data, you can withdraw consent at any time. To withdraw consent, please contact [diabetes.quality@rcpch.ac.uk](mailto:diabetes.quality@rcpch.ac.uk)

To submit a request contact the College's Data Protection Officer at [information.governance@rcpch.ac.uk](mailto:information.governance@rcpch.ac.uk) or by writing to the Information Governance Manager, Royal College of Paediatrics and Child Health (RCPCH), 5-11 Theobalds Road, London, WC1X 8SH or visit the [ICO website](#) for more details about your rights.

In accordance with Data Protection Legislation, we have a legal duty to protect any information we collect from you and we have measures in place to ensure your data is securely and safely stored. You do have the right to complain to the ICO if you have concerns about the way your personal data is being handled: [casework@ico.org.uk](mailto:casework@ico.org.uk).

**How long do we keep hold of your information for?**

Where you have opted out we shall suppress your details. For all other records we will retain in line with the College retention policy. Original applications for the collaboration will be retained for 6 years from the end of the programme if successful and if unsuccessful for six months from completion of the application process. Records relating to the organising of collaborative events will be retained for three years and enquiries and promotional correspondence relating to the collaborative will be retained for one year. Material produced by the event will be retained until the end of the programme and then considered for permanent preservation if of historical interest.