

## National IDT Application Portal Declarations

**The declarations below are very important. Please take time to read these carefully in order to understand what is required of you after you submit your application and what will happen to your information.**

The Data Protection Act 1998 requires us to advise you that we will be processing your personal data. Processing includes: holding, obtaining, recording, using, sharing and deleting information. The Data Protection Act 1998 defines 'sensitive personal data' as racial or ethnic origin, political opinions, religious or other beliefs, trade union membership, physical or mental health, sexual life, criminal offences, criminal convictions, criminal proceedings, disposal or sentence.

The information that you provide in your application (including additional supporting documents) will be processed in accordance with the Data Protection Act 1998. It will be used for the purpose of determining your eligibility for a transfer and suitability for available placements. It will also be used for purposes of enquiries in relation to the prevention and detection of fraud. For more information, please see the Privacy Notice on the NIDT website.

Once a decision has been made concerning your application, the National IDT team will not retain your personal details for any longer than is necessary. We currently hold application information for 12 months after the close of a particular transfer window and your information will be kept securely during that time. Access to this information will be restricted to designated persons within the National IDT team who manage applications. For more information, please see the published Privacy Notice.

**Declaration 1:** I declare that the information I have given in support of my application, including information supplied on this form and any attached appendices, is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, particularly on eligibility, criminal convictions and fitness to practice, my application may be disqualified or, if I have already had a transfer confirmed, I may be dismissed and I may be reported to the General Medical Council.

**Declaration 2:** I declare that my answers to the questions on this form, any attached appendices and any other application forms required by the National IDT team are my own work and are not copied or reproduced from any other sources. I understand that if any of my answers are discovered not to be original, my application may be disqualified or, if I have already had a transfer confirmed, I may be dismissed and that I may be reported to the General Medical Council.

**Declaration 3:** I understand that information about my application including personal data will be recorded and processed electronically in order to progress and monitor transfers as well as the production of Inter Deanery Transfer statistics.

Training regions share information with other training regions and other organisations involved in the planning, management and delivery of training including Health Education England, COPMED, NIMDTA, Wales Deanery and NES.

Anonymous data from all IDT applicants will be used in our research and quality assurance programmes and under no circumstances will identifiable information be included without requesting trainee permission in advance.

I consent to the recording and processing of personal data in this way in accordance with the Data Protection Act 1998 and as outlined above.

**Declaration 4:** I am aware of the GMC Good Medical Practice guidance which states that if a post (confirmed via IDT) is formally accepted then I must not withdraw unless the employer

has time to make other arrangements. I understand that failure to comply with this requirement may result in a complaint to the GMC.

**Declaration 5:** I understand that having been allocated to a training opportunity in a new training region, any subsequent contract of employment will be subject to satisfactory pre-employment checks and subject to the information provided on the application form or any related documents being correct. Pre-employment checks will be carried out to review and confirm the details of my application.

**Declaration 6:** I understand that employment offered on a training programme is subject to satisfactory medical clearance which may include a medical examination and/or blood tests. I am aware that the GMC have published guidelines on fitness to practise where the doctor or dentist has contracted a disease that is potentially transmissible.

**Declaration 7:** I understand that trainees who IDT will be subject to the appropriate criminal records checks. A criminal record will not necessarily be a bar to obtaining a position and all training regions comply with the Criminal Records Bureau Code of Practice and undertake to treat all applicants fairly. Further information about the criminal records checks can be obtained from [www.disclosures.co.uk](http://www.disclosures.co.uk)

**Declaration 8:** I agree to keep the National IDT team informed of any changes to factors which may affect my eligibility, such as new fitness to practise concerns or proceedings, new criminal investigations/police convictions and new ARCP outcomes that arise since the completion of this application form up until my transfer start date. I understand that if I receive an adverse outcome between accepting an offer and transferring, the current and prospective Postgraduate Deans may discuss the validity of the transfer.

**Declaration 9:** I understand that where there are differences in programmes offered with respect to run through or core training between training regions, an IDT may not be able to honour current individual training arrangements.

**Declaration 10:** I agree that the information contained within these forms and documents may be held and processed by the National IDT team and disclosed to third party affiliates (Department of Health, Health Education England, Local Education Training Boards and Postgraduate Medical Education Deaneries) where necessary for the administration and management of their trainees and employees, prospective trainees and employees and compliance with applicable procedures, laws and regulations to which the National IDT team is subject.

**Declaration 11:** I understand that an IDT may not be possible due to the number of placements available in each window and, based on supporting trainees with a disability as defined by the Equalities Act 2010, some trainees may be prioritised over others. I understand that there is no appeal against the outcome of the IDT process where published procedures have been followed.