

PRIVACY NOTICE
National Inter Deanery Transfer Scheme

1. Terms used in this notice

There are some terms that appear in the Data Protection Act 1998 that are used in this notice. These are explained below:

Personal Data: Information from which, the data subject, can be identified either directly or indirectly.

Data Subject: The individual whom the personal data is about.

Processing: In relation to information or data processing means obtaining, recording or holding the information or data or carrying out any operation.

Data Controllers: The Data Controller determines the purposes for which and the manner in which any personal data is to be processed.

Data Processor: A Data Processor processes personal data on behalf of the Data Controller under a contractual arrangement.

Third parties: Any person/organisation that is not the data subject, data controller or data processor

Data Recipients: Any person to whom the data is disclosed that processes that data on behalf of the data controller e.g. authorised staff members, data processors.

Sensitive Personal Data: Personal information about the data subject's racial or ethnic origin, political opinions, religious beliefs, physical or mental health condition, sexuality and criminal record or activity.

2. Preamble

During the management of your recruitment application and/or your training Health Education England will be the data controller for the purposes of any processing of your personal data as described in the Data Protection Act 1998. This privacy notice is intended to provide transparency regarding what personal data Health Education England will collect on you, how it will be processed and stored, how long it will be retained for and who will have access to the data.

3. General Overview

In order to manage and quality assure your training, we need to process information about you. We do so in compliance with the Data Protection Act 1998, and in accordance with the data protection principles set out in the Act. These principles require that personal data must:

- a) Be fairly and lawfully processed
- b) Be processed for a specific purpose

- c) When collected, be adequate, relevant and not excessive
- d) Be accurate and up to date
- e) Not be kept for longer than necessary
- f) Be processed in accordance with individual's rights
- g) Be protected from unauthorised access or accidental loss
- h) Only be transferred outside the European Economic Area when an adequate level of protection exists

4. What personal data will we collect and store

For the purposes of the National Inter Deanery transfer scheme we will collect the following pieces of personal data from you:

- a) Personal identity details and contact details;
- b) Proof of identity documentation and other personal records such as a marriage certificate;
- c) Your current ARCP information & previous history;
- d) Current immigration right to work status;
- e) Details of your current personal circumstances and home life, which may include your current health information; and
- f) Information about your caring responsibilities (dependent on which transfer category you are applying under).

This data will be stored confidentially electronically and access will be restricted to authorised members of staff only. Additional access may also be granted to authorised recipients such as programme directors and Heads of School but only where necessary.

5. How we will process your Personal Data

Your personal data will be processed for the following purposes:

- a) To assess your eligibility for a transfer to another training region; and
- b) To facilitate your transfer to another region should you meet the eligibility criteria and be allocated a post.

6. Sensitive personal data

For the purposes of the National Inter Deanery transfer scheme we will collect the following sensitive personal data about you:

- a) Statements from other healthcare professionals regarding your current health (dependent on which transfer category you are applying under);
- b) Other personal records such as a marriage certificate;
- c) Details of your current personal circumstances and home life, which may include your current health information; and
- d) Your history of criminal convictions and regulatory activity (if applicable).

This data will only be processed with your explicit consent, or an alternative condition of schedule 3 of the Data Protection Act applies or an exemption specified in the Data Protection Act applies, and will be used to:

- a) Assess your eligibility for a transfer to another training region; and
- b) Facilitate your transfer to another region should you meet the eligibility criteria and be allocated a post.

7. Data sharing

For the purposes of the National Inter Deanery transfer scheme we will need to share your personal data with the following third parties but only if you are successful in being placed onto one of their training schemes:

- a) Northern Ireland Medical and Dental Training Agency;
- b) Wales Deanery; or
- c) NHS Education for Scotland.

When sharing personal data with third parties we will use secure channels, for example encrypted email servers, password protected attachments to emails, and we will not transfer your personal data unless we are satisfied of the following:

- a) That a condition of schedule 2 (and a condition from schedule 3 in relation to sensitive personal data) of the Data Protection Act is met. The most common conditions we will rely on from Schedule 2 are consent from the data subject or a legitimate purpose.
- b) The data will be handled by the third party in accordance with the Data Protection Act 1998.

8. Data retention

Your personal data will be retained for 12 months. At the expiry of this period your personal data will be confidentially destroyed.

9. Your responsibilities and rights

It is important that you work with us to ensure that the information we hold about you is accurate and up to date, so please inform us immediately if any of your personal data needs updating or correcting.

If at any point you wish to gain a copy of your personal data that is held by Health Education England, you may submit a subject access request in writing via the Health Education England website <http://hee.nhs.uk/contact-us/>.

You also have a right to object to processing that is likely to cause you substantial damage or distress and you have a right to have inaccurate personal data rectified, blocked, erased or destroyed. If you wish to exercise any of these rights you should contact Health Education England via the website detailed above.