

Learning Agreement Data Protection Notice

Terms Used

- Academic Researcher: An individual undertaking analysis for academic, non-commercial purposes on behalf of or in partnership with the data controller
- Data Controller: South Central SHA¹ (and any successor organisations) is the Data Controller, and will collect, store and process information about you.
- Data Recipients: Organisations to whom your data is disclosed.
- Data Subject: You, i.e., the person about whom data is recorded. For the purposes of this notice, a Trainee Doctor is known as the Data Subject.
- Personal Data: Recorded information from which you, the Data Subject, can be identified either directly or indirectly.

Scope

This document is intended to provide an overview of how personal data is used within the Wessex Deanery and partner organisations. For specific issues please use the contact information provided.

Overview

In order to manage and quality assure your training, we need to collect, store and 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. Among other matters, these require that Personal Data must be processed fairly and lawfully.

This notice supersedes any earlier notices issued by the Data Controller regarding the use of your Personal Data by the Data Controller and Data Recipients.

Processing Your Personal Data

We, as the Data Controller and also the Data Recipients will process your Personal Data for the following purposes:

- i. Managing the provision of training programmes
- ii. Quality assurance of training programmes
- iii. Workforce planning
- iv. Maintaining patient safety
- v. Compliance with legal and regulatory responsibilities

We will store and process information about you on our secure management information systems including where you live, work and train. We will also store information about your qualifications, assessments, and appraisals and any other information pertinent to the effective management of your training and education on a secure database. Access to this information is restricted to authorised personnel within the Data Controller and to authorised personnel working for and with us in the management of your training, such as programme directors, supervisors and other personnel in Trusts/Boards and recipient organisations. Your Personal Data will be treated as confidential by the

¹ The Wessex Deanery is hosted by South Central SHA

Data Controller subject to what is said below about data sharing. It will be retained only for as long as necessary to manage and quality assure your training following which it will be securely destroyed.

Sharing personal data

We, as the Data Controller, may transfer Personal Data to Data Recipients using secure channels, and will not transfer Personal Data unless we are satisfied of the following matters.

- i. The data sharing is for a legitimate purpose and is proportionate.
- ii. Where the data are used for analysis and publication by the recipient, any publication will be on an anonymous and aggregated basis and will not make it possible to identify any individual.
- iii. The data will be handled by the data recipients in accordance with the Data Protection Act 1998.
- iv. The data recipients will maintain appropriate technical and organisational controls to ensure the protection of your Personal Data.
- v. The data will not be transferred outside the EEA without adequate protection

Data Recipients may include bodies from the following non-exhaustive list: The UK Health Departments; Medical Royal Colleges; other deaneries; Health Regulators (including the General Medical Council and General Dental Council); NHS Trusts/Boards and approved academic researchers.

Your responsibilities and rights

It is vital you work with us to maintain accurate information. All communications from the Wessex Deanery as Data Controller and partner organisations will normally be by email. It is essential for you to maintain an effective email address. If we do not hold an effective email address for you, you may not receive information about your posts and your assessments or any other important news and information about your training and you may be excluded from participation in mandatory activities such as the National Survey of Trainees Doctors.

If at any point you wish to access your personal data, you may make a request in writing, and pay the appropriate fee where applicable. Please email dataprotection@wessexdeanery.nhs.uk for details.

E-Mail Security: Where personal e-mail addresses are used the trainee acknowledges that these are not secure forms of communications and if concerned must use alternative methods.