

This privacy notice explains how RCPCH handles the data we hold about you on ePortfolio, the lifelong learning online portfolio for paediatricians and paediatric trainees, and your access rights.

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)

## ePortfolio Privacy Notice v4.5

ePortfolio integrates with your RCPCH member account so changes you make to your RCPCH account, such as updating your email address, will also update your ePortfolio account.

Specifically, we may use your personal data for the following purposes:

To communicate with you about the ePortfolio service and any maintenance via the relevant dashboard(s). It is your responsibility to ensure that your personal details are kept up to date and accurate (all users);

To provide supporting evidence for your training progression (trainees only);

Managing the provision of training programmes including recommending entry onto the GMC specialist register for CCT or CESR to the GMC (trainees and those applying for CESR);

Revalidation (trainees only);

Quality assurance of training programmes;

Maintaining patient safety. We may be required under Section 35A of the Medical Act 1983 to disclose information held on ePortfolio to the GMC if it is relevant to a Fitness to Practice investigation. If the GMC allow us to, we will inform the individual of the request (all users);

We will also share anonymised data with the RCPCH Workforce team for Workforce planning as it is in our legitimate interests to inform workforce planning and child health policy in the future (all users).

Compliance with regulatory and legal obligations (all users)

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We will only ever share your data where we have a legal reason to do so. As part of the process of administering your training programme or application for registration on the GMC specialist register, we will share your information with the following (as appropriate):

The General Medical Council.

Postgraduate Medical Deans and their staff (Deaneries, LETBs and Heads of School), Training Programme Directors, Educational and Clinical Supervisors and College Tutors. Access permissions are restricted on ePortfolio for each role so that they can only view and edit the information as required by their role.

If we are asked to verify training and qualifications with potential employers or other Royal Medical Colleges.

Your personal data will not be transferred outside of the EEA.

Under GDPR you have certain rights regarding the data we hold about you. You can ask us to:

You can ask us for a copy of the information that we hold about you. The right to data portability only applies for non-trainees where we are processing your data with consent or as part of a contract with you and where technically possible.

**5** Some of your personal data you can change yourself via your RCPCH website account. Some of your data you cannot change yourself as it has been added by other people. If you think some of this data is inaccurate, please let us know us know so that we can investigate.

For trainee data, we are legally required to keep some data permanently to evidence requirements for completion of training. For this reason, we cannot delete all personal data. We can delete non-essential contact information not relating to training on request, but this may affect our ability to offer you training if your training is still ongoing. For non-trainees, this will only apply in certain circumstances and will be

