



## North of England Pathology & Screening Education Centre

### PRIVACY STATEMENT

#### **Introduction:**

The General Data Protection Regulation (GDPR) came into force in May 2018, which is a set of laws passed by the European Union. The laws give individuals in the EU more control of how their data is used and places certain obligations on businesses that process information on these individuals.

The North of England Pathology and Screening Education Centre (NEPSEC) is operated under a Strategic Partnership between Sheffield Teaching Hospitals NHS Foundation Trust and Manchester University NHS Foundation Trust.

When you use our services or contribute to our practices you trust us with your information. This privacy statement helps you to understand what data we collect, why we collect it and what we do with it.

#### **Data Collection:**

We collect the following types of data:

##### Training Event Data

Whenever you book a training course or event you will complete an application form. We therefore collect your name, your telephone number, your e-mail address, your employment address and any special requirements you may have (such as dietary, access etc.).

When you contribute to a training course or event you will complete an expenses claim form. We therefore collect your name, your home address, your National Insurance number.

##### Transactional Data

If you choose to pay for a course or event by invoice or bank transfer, we will collect a full invoicing address. This is usually an employment address and is accompanied by an official purchase order, but sometimes this may be your personal address if you intend to fund the training yourself.

If you contribute to a course or event, we will collect and your bank account number and sort code into which you would like any honorarium payment due to you to be paid into.

##### Marketing Data

Whenever you express an interest in any of our training courses or events you may have completed an expression of interest list. We therefore collect your name, your place of work the services you are interested in and your e-mail address.

##### Progress Monitoring Data

Some programmes of learning run over long periods of time and have different elements incorporated into their learning outcomes. As such, for those courses we maintain a record

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of your name, employment address and e-mail address, along with any other information pertinent to the elements of the training, such as completion dates, action plans and changes in circumstances.

### Other

We may collect other information from you as part of an ongoing conversation or discussion with you.

### **Data Processing:**

What we do with your data:

**We will never share any of your personal details, such as e-mail address or contact telephone numbers with any third parties or for marketing purposes.**

The information we keep allows us to remain in contact with you with regards to an important event you may have expressed an interest in, have booked for or be assisting with.

If you have provided your information in order to make a booking on one of our training courses or events, we will use this information to make contact with you to confirm your booking and provide any joining instructions or other information you may require. If this forms part of a group e-mail, your details will be 'blind copied' so nobody else will know you have received it.

If you have provided your information as an expression of interest in our training courses, events or services, we will use this information to make contact with you about those courses, events or services. If this forms part of a group e-mail, your details will be 'blind copied' so nobody else will know you have received it.

If we hold your information as a member of a group or groups that support different training courses or events as a contributor, we will use this information to make contact with you and/or the relevant group or groups. If this forms part of a group e-mail, it is likely that your e-mail details will be able to be viewed by members of the same group. It is sometimes necessary that all members of a teaching faculty are corresponded with as a group conversation to ensure the service NEPSEC provides is of the best possible quality and to prevent overlap of those contributions.

If we hold your data for progress monitoring purposes, we will use this information to liaise with other members of the training centre team, such as mentors, facilitators, external assessors, markers or verifiers to ensure the service NEPSEC provides to you is of the best possible quality. The information divulged to such persons will be only that which is minimally required to be able to facilitate your progress through the programme of education.

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### **Aggregated Data**

NEPSEC also collects, uses and shares 'Aggregated Data', such as statistical data. Aggregated data is derived from data information you may have provided, but once it is in an aggregated form it does not directly or indirectly reveal your identity. In this form it is no longer considered personal data.

### **Data Breaches**

NEPSEC and the affiliated hospital trusts have undertaken appropriate measures to ensure the security of the data. Staff with access to personal data have received training on the best practice surrounding its use and its storage. Should a suspected data breach occur, it will be reported to the Data Protection Officer(s) at Sheffield Teaching Hospitals NHS Foundation Trust and/or Manchester University NHS Foundation Trust in line with their data protection policies.

### **Access to Your Data**

You are entitled to view, amend or ask us to delete the personal information that we hold. Please submit your request in writing to our Administration Team at NEPSEC, Unit 3 Wakefield Office Village, Fryers Way, Silkwood Park, Wakefield WF5 9TJ or [zoe.marshall@nhs.net](mailto:zoe.marshall@nhs.net)

### **Record Retention Periods**

Customer data held on our booking systems will be removed after 5 years of inactivity.

Progress data held on our progress monitoring systems will be removed after 5 years of inactivity.

Contributor data held on our educational faculty groups, external speaker lists or training officer groups will be reviewed every 3 years.

### **Changes to Our Privacy Policies and Procedures**

We may review and update this policy statement from time to time. This version was adopted on 25<sup>th</sup> May 2018. We would encourage you to re-read our privacy statement from time to time so that you are aware of any changes in how we gather or use your personal data.

This privacy statement covers systems owned or controlled by North of England Pathology and Screening Education Centre or its affiliated hospital trusts. Links to other websites and information collected by such sites are not covered by this privacy statement.