



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 originally passed by the European Union and subsequently adopted as UK GDPR and integrated into UK law alongside the Data Protection Act 2018. The laws give individuals 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 Sheffield Teaching Hospitals NHS Foundation Trust and is part of South Yorkshire & Bassetlaw Pathology.

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 home and/or employment address and any special requirements you may have (such as dietary, access etc.).

When you **contribute** to a training course or event we will retain your contact details so that we may remain in contact with you. You may need to complete an expenses claim form. When you do, we will 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 choose to **pay for** a course by bank card or the gov.pay portal the details you provide or enter will not be retained in any NEPSEC or Trust system, as this is a one-time transactional entry into the card machine or the pay portal. A copy of your receipt may be retained only.

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

Approved by: Peter Heptinstall

Marketing Data

Whenever you express an interest in any of our training courses or events you may have completed an expression of interest list or talked to a member of the team by telephone or e-mail. 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 of your name, home and/or 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 on-going 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 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 generic 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 generic 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 specific 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 entire relevant group or groups. If this forms part of a member 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.

Approved by: Peter Heptinstall

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. Certain programmes of learning may also require that we liaise with NHSCSP CSET, NMC, RCN, SQAS, SIT and Laboratory contacts. This will allow them to provide you with relevant documentation, registration or other information as it is required. 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 or to manage an issue.

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 trust have undertaken appropriate measures to ensure the security of the data. NHS 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 via the Datix system to the Data Protection Officer(s) at Sheffield Teaching Hospitals 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 sht-tr.nepsec@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 10 years of inactivity.

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

Approved by: Peter Heptinstall

Changes to Our Privacy Policies and Procedures

We may review and update this policy statement from time to time. This version was adopted on 18th June 2025. 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 trust. Links to other websites and information collected by such sites are not covered by this privacy statement.

Document Control:

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Document reviewed	29 th October 2021	All pages, some emboldening only
Document reviewed	8 th August 2024	All pages, no changes
Document reviewed	18 th June 2025	All pages, changes to EU/UK law references, removal of reference to MFT site, minor inferences to differentiate from generic groups and specific groups, increase in retention term for progress data.