 Queen's University Belfast
University Road
Belfast
Northern Ireland
BT7 1NN

**SCHOOL OF MEDICINE, DENTISTRY & BIOMEDICAL SCIENCES PRIVACY NOTICE**

**Clinical Trainees**

Queen’s University Belfast (“we”, “us” and “our”) is committed to protecting your personal data. The notice is addressed to Clinical Research Fellows (CRFs), Irish Clinical Academic Training Fellows (ICAT), Academic Clinical Lecturers (ACL), Academic Clinical Fellows (CRFs) and Academic Foundation YR2 (AF2) trainees, (“you” and “your”). This Privacy Notice tells you why we need to collect personal information about you, what we will do with it, and how we will look after it. It also tells you about your legal rights in relation to your Personal Data. If you have any questions about this privacy notice, please contact us. Contact details are provided below.

Trainees who are registered students of Queen’s University Belfast should also refer to the **University’s Student Privacy Notice** availableat <http://www.qub.ac.uk/about/Leadership-and-structure/Registrars-Office/Information-Compliance-Unit/Data-Protection/> in relation to how we collect and use your personal data as a student.

Trainees who are employees/staff of the University should also refer to the **University’s Staff Privacy Notice** at in relation to how we collect and use your personal data as a member of staff.

**WHO WE ARE**

We are Queen’s University Belfast, a university with a reputation for excellence in education and research and a member of the Russell Group. Founded in 1845 as Queen's College Belfast, we became an independent university in 1908. The Postgraduate and Professional Development Office is located within the School of Medicine, Dentistry & Biomedical Sciences, Whitla Medical Building, 97 Lisburn Road, Belfast, BT9 7BL.

**HOW YOUR PERSONAL DATA IS COLLECTED**

1. **Information you provide:** When providing Research and Clinical Academic Training we will ask for information about you, such as your name, Deanery, student number contact details, project details, GMC number, specialty, training posts, start date, completion, withdrawal dates academic progression and information relating to out of hours banding requirements etc as appropriate to your status as a CRF, ACL, ACF or AF2. This is known as your “Personal Data”. We may also ask you for some special categories of information (for example [criminal convictions, health, and religion]). This is known as your “Sensitive Personal Data”.
2. **Data from other sources:** We also collect information about you from other sources and this also forms part of “Personal Data”. This includes information from:
* Northern Ireland Medical and Dental Training Agency (NIMDTA) to provide updated specialty posting schedule, expected CCT dates etc for CATP trainees (ACL, ACF and AF2 trainees) issued to QUB. They may also provide application forms for joint appointments.

**HOW WE USE YOUR PERSONAL DATA**

1. We use your Personal Data and Sensitive Personal Data in the following ways:

	* + We will monitor and provide NIMDTA with notice on your enrolment on postgraduate programme of study or Academic Training Programme;
		+ We will monitor and provide NIMDTA with information on your academic progress for Revalidation and Annual Review of Competence Progression (ARCP) purposes. This will include Academic reports and other records in relation to any formal University procedures including academic offences, disciplinary or fitness to Practice investigations. It will also include summary information on progress from APRs, initial reviews, differentiation, record of formal meetings etc.
		+ We may also contact you to provide information on Clinical Academic medicine activities to include training days, Research Training Days (held jointly between QUB, UMS and the Belfast Trust), Irish Academy of Medical Science events, Fellowship Opportunities etc
		+ We will also provide you with information relating to Mentoring Opportunities and Academic Medicine events held either by QUB or other organisations as noted in 5.
		+ We will also liaise with respective trusts regarding out of hours banding requirements and associated costs (ACL/ACF posts only).
		+ We may record and monitor academic activities and achievements of CRF, ACF, ACL and AF2 trainees. These will be used in aggregate summaries for statistical purposes. These may also be used for promotional purposes to promote Postgraduate Research and Clinical Academic Training Programmes.

**LEGAL BASIS FOR COLLECTING AND USING YOUR PERSONAL DATA**

1. We will only use your Personal Data if we have valid reasons for doing so. These reasons are known as our “legal basis for processing”. In certain circumstances we may ask for your consent to process your information. At other times we may be required to process your information to enable us to fulfil our part of the contract we have with you. There are circumstances where we have a legitimate interest to process your personal data, for example to provide you with a service which you have requested. The legal bases for processing your Personal Data are,

	* + **Legitimate Interest –** Queen’s is required to collect, process and share relevant data with NIMDTA and , where appropriate, with your HSC employer in order to carry out our official functions as a Local Education Provider for postgraduate medical and dental training.
		+ **Legal Obligation** - NIMDTA are responsible for the educational governance of all approved foundation programmes and specialty training including GP training programmes. Deaneries are expected to demonstrate compliance with the standards and requirements that are set out by the General Medical Council. Queen’s is required to provide relevant information regarding your training status and provide relevant academic reports to NIMDTA, including to support revalidation and ARCP requirements
		+ **Vital Interest of patient safety** - We are required to collaborate closely with NIMDTA to meet the GMC standards for postgraduate medical education and the directives of the Department of Health and to ensure that doctors and dentists in training gain the requisite knowledge, skills, attitudes and qualifications to become capable practitioners. Patient safety is at the core of the standards and education and training should only take place where patients are safe, the care and experience of patients is good and education and training are values.

**WHO WE SHARE YOUR DATA WITH**

1. In line with our Data Protection Policy and Procedures we can share your information, including Personal Data and Sensitive Personal Data, with the following parties for the purposes set out above for the reasons outlined in section 3:
* The Northern Ireland Medical and Dental Training Agency (NIMDTA);
* Your Health and Social Care Employer, where appropriate;
* Clinical Research Development Ireland (CRDI) (Coordinating body of ICAT Programme)

**DATA PROCESSING OUTSIDE EUROPE**

1. We will not transfer your Personal Data and Sensitive Personal Data outside of the European Economic Area.

**HOW LONG YOUR INFORMATION WILL BE KEPT**

1. We will keep your personal data only as long as is necessary for the purpose(s) for which it was collected, and in accordance with the University’s Records Management Policy. We will only keep your information if we need it for one of the reasons described above. We place great importance on the security of the Personal Data that we hold, including the use of physical, technological and organisational measures to ensure your information is protected from unauthorised access and against unlawful processing, accidental loss, alteration, disclosure, destruction and damage.

**YOUR RIGHTS**

1. The Data Protection Act 2018 provides you with a number of legal rights in relation to your Personal Data, including the right:
* to request access to your Personal Data;
* to request correction of your Personal Data that is wrong or incomplete;
* to request erasure or the restriction of processing of your Personal Data;
* to request the transfer of your Personal Data in a structured; commonly used machine-readable format;
* not to be subject to automated decision making; and
* to withdraw your consent.
1. If you wish to exercise any of the rights set out above, or require further information about any of the rights, please contact us.
2. Where we need to collect your Personal Data, whether for the purposes of providing a service you have requested or under the terms of a contract we have with you, and you fail to provide that information when requested, we may not be able to provide the service or perform the contract. We may, therefore, have to cancel the contract or the service we provide to you but we will notify you if this is the case at the time.
3. There may also be times where we cannot stop using your Personal Data when you ask us to, but we will tell you about this if you make a request.

**CONTACTING US**

1. If you have any questions or comments about this privacy notice, the University’s Data Protection Officer can be contacted at:

Derek Weir

Data Protection Officer

Registrar’s Office
Lanyon South
Queen’s University Belfast
University Road
BT7 1NN
info.compliance@qub.ac.uk

**COMPLAINTS**

1. You have the right to complain about how we treat your Personal Data and Sensitive Personal Data to the Information Commissioner’s Office (ICO). The ICO can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

**CHANGES TO THIS NOTICE**

1. We may update this Privacy Notice from time to time. We will notify you of the changes where we are required by law to do so.