

Members and Fellows Privacy Notice

RCPI in the course of conducting its business, fulfilling its remit and meeting its contractual, statutory and administrative obligations, processes personal data relating to those who come in contact with the organisation, which includes its Members and Fellows.

Throughout the course of your engagement with the organisation, RCPI processes (i.e. collects, uses and stores) your personal data. This data is collected mainly from you directly, but it may also come from other sources e.g. a Fellowship nominator.

We are committed to ensuring that the personal data of our Members and Fellows is handled in accordance with the principles set out in the GDPR and this Privacy Notice explains the following:

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How does RCPI collect personal data about you?

Membership of RCPI or its constituent bodies is achieved through examination, RCPI will have collected personal data about you during the application process for the examination. If you completed the MRCPI as part of Basic Specialist Training completion, RCPI will also have gathered data about you during the course of your Training Programme. The collection of personal data of our Examination Candidates and BST Trainees can be found here.

Nomination of members for Fellowship, and the associated personal data, is received from current Fellows of RCPI or its constituent bodies.

What type of data does RCPI hold about you?

The information held by RCPI for the administration of Membership and Fellowship includes:

- First name, surname and title
- Gender
- Date of birth
- Address
- Telephone number
- Email address
- Education and qualifications
- Medical Council Registration Number (if applicable)
- Supporting documentation for Fellowship Nomination

How will RCPI use your personal data?

If you are a Member or Fellow, we will use the personal data we collect about you to:

- Charge your annual subscription as a Collegiate Member
- Record your name in the Directory of Members and Fellows in good standing
- Apply a discount to your Professional Competence Scheme enrolment fee if you are registered with RCPI PCS
- Organise your free access to CPD Events, including Masterclasses and the annual St Luke's Symposium
- Inform you about opportunities to participate in an RCPI committee or get involved in our healthcare leadership initiatives
- Send you information about learning and development opportunities, updates relating to your area of practice, updates about RCPI's broader activities and RCPI Newsletters

If you are a Fellow, we will also use the personal data we collect about you to:

- Organise your vote in elections for RCPI Presidential, Council and Faculty/ Institute Elections
- Allow your Fellows' discounted access to No. 6 Kildare Street
- Accept your nomination of colleagues for Fellowship

What is the legal basis in GDPR for RCPI's processing your personal data?

The legal bases for the RCPI's processing your personal data are:

- **Contract:** it is necessary for RCPI to process your personal data to process and facilitate your Membership
- **Legal Obligation:** it is necessary for RCPI to process your personal data to comply with its legal obligations
- **Legitimate Interest:** it is a legitimate interest of RCPI to process trainee data with a view to improving its administration and operation of its business and to promote its offering

With whom will RCPI share your personal data?

- The name and title of all Members and Fellows in good standing is published in the Members and Fellows Directory which is accessible by all Members and Fellows of RCPI

RCPI engages third party service providers to provide various ICT services to RCPI as set out below. RCPI has Data Processing Agreements in place with these providers to ensure that they have taken appropriate technical and organisational measures to process, store, and safeguard your personal data.

Recipient	Purpose of processing	Lawful basis	Personal data collected by the third party	Privacy Policy
Codec	To allow you to access RCPI Digital Services via the authentication process of RCPI's Digital Hub	Contract	RCPI ID Name Gender Email Address Phone number User ID Password	Link
Cvent	To provide you with access to online webinars	Contract	Name Email Mobile Photo (optional) Location (optional free text) Job Title (optional)	Link

Recipient	Purpose of processing	Lawful basis	Personal data collected by the third party	Privacy Policy
D2L	To provide you with access to RCPI's Virtual Learning Environment where you can access your	Contract	Name Email	Link
Ellucian	To create your account in the Learner Management System	Contract	Name Address Phone Number Email Date of Birth Gender	Link
Evros	RCPI's Managed IT Service	Legitimate Interest	RCPI ID Name Address Phone Number Email Date of Birth Gender	Link
Freshworks	Customer service portal and task tracker	Legitimate Interest	RCPI ID Name Email Mobile Phone Number Work Phone Number Record of Interactions	Link
Intuit Mailchimp	A marketing automation platform and email marketing service	Legitimate Interest*	RCPI ID Name Email	Link

*We always include an unsubscribe button in our communications so you can opt out of receiving such communications at any time. RCPI commits to not processing your personal data where these legitimate interests are overridden by your own interests.

Will RCPI transfer your personal data outside the European Economic Area?

If we transfer personal data relating to a service provider located in a country outside the EEA, we shall safeguard the transfer of this personal data by ensuring that we have European Commission approved standard contractual clauses in place with the provider.

How will RCPI store your personal data and keep it safe?

RCPI has put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

Access to your personal data is limited to those who have a business need-to-know. They will only process your personal data on our specific instructions and they are subject to a duty of confidentiality.

There are established procedures to deal with any suspected data security breach and to notify you and any applicable regulator of a suspected breach where we are legally required to do so.

How long will RCPI retain your personal data?

RCPI will retain your personal data in accordance with the RCPI Data Retention Policy

Will applicants be subject to profiling or automated decision making?

Profiling means the automated processing of personal data to evaluate certain things about an individual. RCPI does not use any means of individual profiling.

Automated individual decision-making is when an organisation makes a decision solely by automated means without any human involvement. RCPI does not use any automated decisions making.

What are your rights in relation to your personal data?

Under the GDPR you have the following rights in relation to your personal data:

- **Request access** to your personal data (commonly known as a “data subject access request”). This enables you to receive a copy of the personal data we hold about you.
- **Request correction** of the personal data that we hold about you. This enables you to have any incomplete or inaccurate data corrected.
- **Request erasure** of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it.
- **Object to processing** of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground.
- **Request the restriction of processing** of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal data to another party.

How can you raise a query or complaint about the use of your personal data?

You can address any questions or concerns about the use of your personal data with the RCPI Data Protection Officer using the contact details below.

If you are unhappy with the RCPI's handling of your personal data or believe that the requirements of the data protection legislation are not being complied with and the issue has not been resolved to your satisfaction by RCPI, you also have the right to submit a complaint to the Data Protection Commissioner using the contact details below

RCPI Data Protection Officer	Data Protection Officer
RCPI, 4 th Floor Frederick House, 19 Frederick Street South, Dublin 2 D02 X266	Data Protection Commissioner, 21 Fitzwilliam Square South Dublin 2 D02 RD28
Phone: 01 8639700	Phone: 01 7650100
Email: dataprotectionofficer@rcpi.ie	https://www.dataprotection.ie/en/contact/how-contact-us