

Medicines for Children Volunteer Author/ Reviewer Privacy Notice

This privacy notice covers how we use and store your data when you apply to volunteer to review or develop medicines information leaflets for Medicine for Children.

The Medicines for Children project is managed by the Royal College of Paediatrics and Child Health (RCPCH), 5-11 Theobalds Road, London, WC1X 8SH (telephone: +44 (0)20 7092 6000).

The Data Protection Officer can be contacted via email at Information.Governance@rcpch.ac.uk

Why do we collect author/reviewer information?

We collect information to use with your consent to:

- enable us to contact volunteer authors/reviewers for the Medicines for Children leaflets
- ensure all volunteer authors/reviewers are currently registered senior health professionals or if they are trainees that they are being supervised by a senior colleague
- establish that there is no conflict of interest with their involvement

What we do with your information

Your personal data will be stored safely in accordance with Data Protection Legislation and will not be shared with anyone outside of the direct Medicines for Children team. Your data will not be transferred outside of the EEA.

How can I access the information you hold about me?

The basis for us processing this information is via your consent which you can withdraw at any time. Under [GDPR](#) you have certain rights regarding the data we hold about you. You can ask us to delete your personal data (called a right to be forgotten), change any inaccuracies, restrict what we use your personal data for or ask us to stop processing your personal data. You can also request that the data we hold about you is given back to you or given to another service provider in a commonly used format. This is called data portability. You are entitled to ask for a copy of the data we hold about you as well. However, there are some restrictions which apply to these requests, such as if we have an overriding legal obligation to keep the data.

To find out more about your rights visit the ICO website or to make a request contact the Data Protection Officer at Information.Governance@rcpch.ac.uk or write to [Information Governance Manager, RCPCH, 5-11 Theobalds Road, London WC1X 8SH.](#)

In accordance with Data Protection Legislation, we have a legal duty to protect any information we collect from you and we have measures in place to ensure your data is securely and safely stored. You do have the right to complain to the ICO if you have concerns about the way your personal data is being handled: casework@ico.org.uk.

How long do we keep hold of your information for?

We will retain your details until you withdraw consent, or after five years if we have not received any active communication from you, whichever is sooner.