

Requests for personal information held by The Royal College of Pathologists.

The Royal College of Pathologists is registered with the Information Commissioner's Office as an information controller as required under the Data Protection Act 1998. It collates and holds information about its members and contacts in paper form and on a secure electronic database. Under the Data Protection Act you are entitled to:

- be informed what information we hold about you and how we are using it
- access this data (with some restrictions).
- update the personal data the College holds about you
- be informed how the College is complying with its obligations under the Data Protection Act (DPA)
- complain to the Data Protection Officer (currently Head of Operations) if you feel that the guidance of the DPA has not been followed

For more information please see the College Data Protection Policy found on the [Data Protection Act page](#).

What personal information does the College collate?

We will store information that enables us to contact you (such as email, address or telephone details), details of any financial transactions we may have had with you, details of any medical qualifications you have attained that we monitor/administer, your professional registration number and (if required for the processing of direct debit payments) your bank account details. In addition, we will ask for your date of birth.

Sensitive Data

For the purposes of monitoring equal opportunity and the effectiveness of training programmes we will ask exam candidates for details of their ethnic origin. This category of information is identified as "sensitive" by the DPA.

Why does the College hold this information?

In order to conduct its normal business, the College collects and uses certain types of personal information about individuals. These include current, past and prospective Fellows and members, staff, suppliers, clients, customers, and others with whom it has business, or with whom it communicates. It uses this information for:

1. The administration of membership records.
2. The provision of training and education.
3. Maintaining accurate accounts.

For example we may store the name, email address, date of birth and bank account details of a member so that we may correctly process a yearly subscription; or we may keep paper copies of an exam application as evidence of a candidate's eligibility.

Will the College share my details with any other person or organisation?

If you have consented to receive postal mailings from us we will pass your name and address details to a mailing house (currently VDP Direct Ltd). For the secure maintenance

of our IT systems we may also need (in some circumstances) to pass your details to our website providers (Cubik Solutions Ltd), Premier IT, or Advanced Computer Software Group PLC (providers of our database).

In all instances we will ensure that this information is transmitted in a secure manner and obtain assurances that it will be held securely, for a limited period and only used for the purposes we specify.

What information can I request to see?

You may ask us for

1. All personal data we hold about you
2. The purposes for which we are processing it.
3. Information about the source of that data or who we might pass it on to.

However, in certain circumstances such as when giving you this information may prejudice the results of an on-going criminal or tax-related investigation the College has the right to withhold this information. Examination scripts are also exempt from disclosure.

More details can be found here:

http://www.ico.org.uk/for_organisations/data_protection/the_guide/exemptions

How do I request information?

You can complete the [Subject Access Request](#) form and return it to the Data Protection Officer, either by email to Yvonne.Hanly@rcpath.org or by post to the address at the bottom of this web page. You will need to include: full name and contact details, including address, email and telephone numbers and proof of your identity.

Can I request information you hold on third parties?

If responding to your request involves disclosing information about another individual then we will take steps to ensure that the rights of that person are protected. Unless it is “reasonable in all circumstances” to do otherwise, we will seek the consent of the individual concerned before disclosing the information. If you would like to request personal information about or on behalf of somebody else then you must provide proof of their consent or evidence of your power of attorney.

Is there a charge?

In accordance with the Information Commissioner’s guidelines, we will charge a fee of £10 for all data access requests.

How quickly can I expect to receive the information?

We must respond to your request within 40 calendar days of receiving payment and all necessary information required to complete that request.

How can I expect to receive the information?

We will send the information you have requested by Recorded Delivery post.

Compiled by Samantha Jayaram,

Press and Communications Manager. Feb 2013