

SCHOOL OF MEDICINE, DENTISTRY & BIOMEDICAL SCIENCES PRIVACY NOTICE
Applicants to Academic Clinical Lecturers (ACL) and
Academic Clinical Fellows (ACF) posts

Queen's University Belfast ("we", "us" and "our") is committed to protecting your personal data. The notice is addressed to applicants for Academic Clinical Lecturers (ACL) and Academic Clinical Fellows (ACF) posts ("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** available at <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:** Through the application process for the posts of ACL and ACF training posts you will be required to provide certain information, such as your name, Deanery, student number, contact details, project details, GMC/GDC number, specialty, training posts. This is known as your "Personal Data". We may also ask you for some special categories of information (for example [criminal convictions, health, religion] and equal opportunities information). 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) will forward all application paperwork submitted to them. The application form and any information provided will be restricted to designated persons within NIMDTA, QUB, HSC Trust/s and other persons who need to see it as part of the selection process and who are authorised to do so.

- NIMDTA to provide details on your current HSC trust and details on your expected posting at commencement of post. This will include, service group, service manager, clinical director, Clinical Supervisor in HSC Trust and Educational Supervisor in HSC Trust.
- If successfully appointed to a training post, information may be passed to designated persons in your first or lead employing organisation and any HSC Trust through which you rotate to facilitate your appointment to include requesting a staff transfer form to determine appropriate salary and request out-of-hours requirements to determine banding payments.
- We also collect data about you from past employers, local public services and the Police – for use in Access NI checks or similar background checks – local and national government agencies, occupational health, training and accrediting bodies and persons listed in your applications as personal references.

HOW WE USE YOUR PERSONAL DATA

3. We use your Personal Data and Sensitive Personal Data in the following ways:
 - For the purposes of processing your application for the post of an Academic Clinical Lecturer or Academic Clinical Fellow.
 - To ensure the smooth transition of successfully appointed candidate/s from an HSC Trust to QUB who will be responsible for making salary and out-of-hours banding payments.
 - For equal opportunities monitoring purposes.

LEGAL BASIS FOR COLLECTING AND USING YOUR PERSONAL DATA

4. 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 and Dental training programmes. Deaneries are expected to demonstrate compliance with the standards and requirements that are set out by the General Medical Council and General Dental Council.
 - **Vital Interest of patient safety** - We are required to collaborate closely with NIMDTA to meet the GMC and GDC standards for postgraduate medical and

dental 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

5. 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;
 - and other persons who are part of the selection process

DATA PROCESSING OUTSIDE EUROPE

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

HOW LONG YOUR INFORMATION WILL BE KEPT

7. 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

8. 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.
9. If you wish to exercise any of the rights set out above, or require further information about any of the rights, please contact us.
10. 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.

11. 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

12. 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

13. 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

14. 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.