

ROYAL PHARMACEUTICAL SOCIETY

Privacy Notice – Consultant Post Approval

RPS will collect and process personal data from you for the purpose of managing and administering the consultant pharmacist post approval process. We will not be able to accept your application if you do not provide us with the relevant information when we request it.

RPS will rely on the following bases for processing your personal data:

- **Legitimate Interest:** RPS have a legitimate interest in retaining a list of contact details for consultant pharmacist posts in Great Britain, to promote a high quality and reputable pharmacy profession, where such interest is not overridden by your interests or fundamental rights and freedoms which require protection of your personal data;
- **Consent:** RPS rely on your provision of specific, explicit consent to retain this information and will give you the option to cease processing this information where you withdraw your consent.

We have provided further details below about the data we may process, the reason for processing this data, how long we will retain this data and with whom this data will be shared:

	What do we use this data for?	How long do we keep this data?	Who will this data be shared with?
Named applicant - Basic Identity data (Name)	To identify you	For the period during which RPS offers or manages the consultant pharmacist post approval process plus a period of up to 40 years – to maintain a historical directory of consultant pharmacist posts it has approved	Identifiable data will be shared internally with RPS employees working on maintaining the directory.
Named applicant - Contact data (workplace address and email address)	To be able to send you correspondence about your application	1-year following post application submission	Identifiable data will be shared internally with RPS employees working on administering the application(s).
Application responses and supporting documentation	To assess the application for a consultant pharmacist post approval	10 years following post application submission	Consultant pharmacist post approval panel members and RPS employees working on administering the application(s). Redacted versions, with the applicant's consent, may be

			shared publicly as exemplars for future applicants.
Details of approved consultant pharmacist posts (job title and employing organisation)	To maintain the directory of approved consultant pharmacist posts	For the period during which RPS offers or manages the consultant pharmacist post approval process plus a period of up to 40 years – to maintain a historical directory of consultant pharmacist posts it has approved	This information will be publicly available.
Financial Data (such as bank account and payment card details)	To process payments and charges	Retained until all payments relating to the consultant post have been finally processed and received and for a period of 6 years for audit purposes.	Internal administrators and third-party payment processors (WorldPay)

Further information about how RPS processes and uses personal data

This privacy notice covers data collected and processed by **Royal Pharmaceutical Society of Great Britain** (RPS) incorporated by Royal Charter in England and Wales under company number RC00079 and having its principal business address at 66-68 East Smithfield, London E1W 1AW. For the purposes of the Data Protection Act 1998, we are the “data controller” (i.e. the company who is responsible for, and controls the processing of, your personal data).

We have appointed a data protection officer who is responsible for overseeing questions in relation to this Privacy Policy, including any requests to exercise your legal rights. You can contact our data protection officer at:

Data Protection Officer
66-68 East Smithfield, London, E1W 1AW
data.protection@rpharms.com .

You should contact our data protection officer if you wish to exercise any of your rights under data protection law including the right to access your data, rectify your data, object to our restrict processing of your data or erase your data.

You have the right to make a complaint at any time to the Information Commissioner’s Office (ICO), the UK supervisory authority for data protection issues (www.ico.org.uk). We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance.

Your personal data will not be shared with any other organisation save as set out in this Privacy Notice.

We will only process your personal data for the purpose for which we collected it or as set out in this Privacy Notice.

Your personal data is not used in any automated decision making (making a decision solely by automated means without any human involvement) or profiling (automated processing of personal data to evaluate certain conditions about an individual).

We reserve the right to update this privacy notice at any time and we will provide you with a new privacy notice when we make any substantial changes. We will also notify you in other ways from time to time about the processing of your personal data.

You can read more about how RPS processes personal data at <https://www.rpharms.com/footer-links/-cookie-privacy-policy>