

RCPCH QI Community Site Privacy Policy

This privacy notice covers the RCPCH QI Community (Network) only as RCPCH is the data controller for the information that you provide within the RCPCH QI Community Site. RCPCH are not data controllers for any personal data that is processed in the wider Hexitime platform, including the collection and processing of your profile data. For more information on how Hexitime process your personal data, please see the [Hexitime Privacy Policy](#).

We therefore advise that you are considerate of the confidentiality and sensitivity of the data that is shared within the network space, as well as any risk that this might post to both you and your organisation.

Our Contact Details

If you are a located in the UK, please contact RCPCH if you wish to make a request or if you have a general enquiry.

Name: Royal College of Paediatrics and Child Health (RCPCH)

Address: 5-11 Theobalds Road, London, WC1X 8SH

Phone Number: +44 (0)20 7092 6000

E-mail: Data Protection Officer (for privacy/data protection enquiries only):

Information.Governance@rcpch.ac.uk

Our EEA/EU and Swiss Representative

If you are located in the EEA or EU, or Switzerland you can contact DataRep if you wish to make a request under EU GDPR or the Swiss Federal Act on Data Protection (FADP). Please see our website privacy policy for more details on how to contact them: <https://www.rcpch.ac.uk/about-us/privacy-policy-website#our-eea-representative>



If you have any concerns over how DataRep will handle the personal data they will require to undertake for their services, please refer to their [privacy notice](#).

What information do we collect about you?

Hexitime share some of your Hexitime profile personal data with us. This includes name, email address, job position and date of joining.

Hexitime will share certain profile activity with us. This includes number of, title and direction of offers and requests, and skills and interests attributed to your profile.

Hexitime will also share the following data with us. However, we will not process this any further:

Age range, Gender, Sexuality, Religion/Belief, Relationship status, Ethnicity, Disability, Military veteran status, Salary range.

Why do we collect this information?

Data protection law requires that we have one or more of the following lawful bases to process your information. We will use your personal data within this Network area where it is in our legitimate interest to do so for the following purposes:

- Analyse usage of our Network platform, to help improve the Network and tailor services, and disseminate information about Network use (including through publication, presentation, RCPCH reports, or with potential funders)
- We will moderate the Network to ensure that there is fairness and to ensure the safety of those within the group. We have a zero tolerance for abusive behaviour.
- We may contact you via the RCPCH site to find out more about you and the work that you do, your experiences of the RCPCH QI community, or facilitate further connections or opportunities for collaboration or mentoring. If you do not want to be contacted by RCPCH, you can let us know by contacting gips@rcpch.ac.uk or reaching out to us via the network site.

Automated Decision Making and Profiling

Hexitime may undertake some basic profiling to make connections from different Networks, to connect similar specialists and work areas. If a connection is made, they may share contact details of relevant parties with us to support better collaboration, which may include RCPCH if relevant to us.

We may undertake some basic profiling to be able to make and recommend connections between similar specialists and work areas within the RCPCH Network. We will not undertake automated decision making.

Who might we share your information with?

We may share pseudo-anonymised information with Hexitime and RCPCH staff for monitoring and evaluation purposes.

We may share pseudo-anonymised information on Network use through academic routes including publication, conference presentation, or with potential funders. We will not use your name, contact detail, or names of organisations that your profile is associated with.

Where it is in our legitimate interest to do so in line with the purpose of the platform, we may put you in contact with other individuals in the Network, where we think the connection would be of benefit. Only your publicly available profile will be shared with the individual and it is then up to you if you want to act on the connection.

We will not share personal information for other purposes without your consent.

How long do we hold your information for?

Any content within the RCPCH QI Community Site will generally be retained for as long as the site is active. We may remove content from the RCPCH network if it relates to inappropriate activity. We can also remove personal data from the RCPCH network if you would like us to by contacting: qips@rcpch.ac.uk However, any personal data connected with your profile or user data is controlled by Hexitime in line with their retention policies, please see the Hexitime privacy policy for more information and for details on how to contact them directly: [Hexitime Privacy Policy](#).

Transferring information outside of the UK

To provide some of its products and services Hexitime may use data processors that transfer and process information in countries outside of the UK. Some of these countries, such as those in the EEA, will have an officially recognised equivalent level of protection to the UK (adequacy decision). A list of these countries can be found via the [ICO website](#). Where there is no adequacy decision, RCPCH and Hexitime will take all reasonable steps necessary to ensure that your information is protected by having in place a recognised safeguard with partners and suppliers, such as regulatory approved UK International Transfer Agreements, Binding Corporate Rules or Codes of Conduct.

To find out more about any specific uses of information in countries outside of the UK, or for further information about the safeguards that we have put in place, please contact the RCPCH Data Protection Officer: information.governance@rcpch.ac.uk or visit the [Hexitime Privacy Policy](#).

Your Rights

You have the following rights in relation to your data:

- **Right of access** - you can ask us for a copy of the information that we hold about you.
- Change any factual errors or inaccuracies (**right of rectification**). It is your responsibility to update us of any changes to the personal information you have provided.

- Delete your personal data (called a **right to erasure**). We can only remove data from the RCPCH network, we cannot delete your personal data. You will need to contact Hexitime to request this. Details are on the [Hexitime Privacy Policy](#)
- Restrict the use of your data (**right of restriction**). You can request that we deactivate your RCPCH QI Community account. For anything else, you will need to contact Hexitime, details are in the [Hexitime Privacy Policy](#). However, this only applies to certain circumstances.
- Object to processing (**right to objection**). You can ask that we stop using data that is not necessary for fulfilling our legal obligations.

Please contact the RCPCH Data Protection Officer if you wish to make a request, contact details are at the [top of this privacy policy](#).

If you are located in the EU/EEA, wish to make a request, you can contact our EEA Representative, contact details are at the [top of this privacy policy](#).

If you make a request, we have one month to respond to you.

How to contact us or complain

If you are unhappy with how we are using your personal data, you should contact us in the first instance so that we can understand and try to resolve your concern. If we cannot resolve the issue, you have the right to complain to the Information Commissioners Office (ICO). The ICO is the UK's independent body set up to uphold information rights.

The ICO's address:
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113
ICO website: <https://www.ico.org.uk>

If you have any questions about our privacy policy, the information we hold about you or you wish to make a complaint, please send an email to:
information.governance@rcpch.ac.uk