

## **RCPCH Terms and Conditions**

The following terms and conditions and disclaimer apply to the access and use of the RCPCH CPD Diary.

Please read and pay careful attention to these Terms and Conditions. By accessing and using the CPD Diary you are agreeing to the following terms and conditions from the date you first use the website.

### **Registering to use CPD diary**

By registering on the site, you agree that:

- your account and password are personal to you and may not be used by anyone else to access the site;
- you will not do anything which would assist anyone who is not a registered user to gain access to any registration area of the site; and
- you will not create additional registration accounts for the purpose of abusing the functionality of the site, or other users; nor will you seek to pass yourself off as another user.

You agree to notify us immediately if you become aware any unauthorised use of your password or account identifiers by others.

### **User Content**

You agree to use the RCPCH CPD diary and associated materials only for lawful purposes related to your involvement in the appraisal and revalidation process but for no other purposes.

You must not post or transmit to or from the site (nor link from our sites to) any material:-

- disclosing private or personal matters concerning any person, including patient or colleague identifiable information, personal addresses or phone numbers.
- that is knowingly false or misleading
- that is defamatory, illegal, abusive, vulgar, hateful, harassing, liable to incite racial hatred, blasphemous, discriminatory, pornographic, sexually oriented, threatening or invasive of a person's privacy
- which you do not own or for which you have not obtained all necessary licences and/or approvals
- which is technically harmful (including, without limitation, computer viruses, logic bombs, Trojan horses, worms, harmful components, corrupted data or other malicious software or harmful data)
- impersonating any person or any entity, or falsely stating or otherwise misrepresenting your affiliation with anyone or any entity
- revealing what appears to be personal information about another contributor that would identify them in the real world and which they have not otherwise made public online, including by posting links or URLs to any area that would reveal such information
- revealing email addresses not made public online by a contributor by connecting them to a known screen name used for posting
- containing photographs of individuals without their consent

If you post or transmit to any of our websites any material of the type prohibited under or above, RCPCH reserves the right in its absolute discretion to terminate a user's access to the facility. If we incur any costs, expenses, liability or losses as a result of any prohibited activities then you agree to indemnify us for all such costs, expenses, liability or losses.

Copyright will remain in the ownership of the contributor and license granted to the RCPCH is non-exclusive.

### **Privacy and Data Protection**

RCPCH will always process your personal information in accordance with the Data Protection Act 1998

Please see our privacy statement below for more information on how we use and share your personal data.

### **Governing law & jurisdiction**

This agreement is governed by English law and the parties agree to submit to the exclusive jurisdiction of the English courts.

### **Changing these Terms & Conditions**

These terms are subject to change at any time by the RCPCH. Any such changes will be posted online. Please check these terms on a regular basis to make sure you are aware of any changes made by the RCPCH. Your continued use of <https://cpd.rcpch.ac.uk> after changes are posted indicates that you agree to these terms as updated and/or amended

### **Privacy Statement**

#### **Who we are**

The Royal College of Paediatrics and Child Health (RCPCH) is the data controller of the CPD Diary, Our contact details are: 5-11 Theobalds Road, London, WC1X 8SH (telephone: +44 (0)20 7092 6000).

If you have any questions or concerns about how your personal data is used, you can contact the Data Protection Officer at the address above or via email to: [Information.Governance@rcpch.ac.uk](mailto:Information.Governance@rcpch.ac.uk).

If you have general enquiries about the CPD Diary, you can contact the CPD team: [cpd@rcpch.ac.uk](mailto:cpd@rcpch.ac.uk).

This page explains how we use any information you give to us through the CPD Diary, and the way we protect your privacy. Protecting the privacy and personal data of visitors to our site is highly important to us.

#### **UK Data Protection Legislation**

In accordance with UK Data Protection Legislation (which is currently the GDPR and Data Protection Act 2018), we have a legal duty to protect any information we collect from you.

As part of our agreement with you, we need to use your personal data so that we can administer the CPD diary. This includes including your career grade in your CPD Diary account and providing access to your CPD records.

This information may be shared with or transferred to other systems internally, including the College Membership Database and to other individuals including the College's Membership team for the following purposes only:

- i. Where it is in our legitimate interest for quality assurance of the College's CPD Scheme to ensure the service continues to add value to the profession
- ii. Where it is in our legitimate interest to monitor membership take up of the CPD Diary so that we can continue to improve services
- iii. Where it is necessary in order for us as part of our contract with you, to manage the provision of CPD activities information
- iv. Where there is a public interest to maintain patient safety
- v. Compliance with legal and regulatory responsibilities, including monitoring under the Equality Act 2010.

### **Updating your details**

You have the right to request that we change any data we hold about you which you believe is inaccurate. You are able to update your details by logging in to the CPD Diary and clicking on the "my details" tab. Once on this section of the Diary, click "edit" under the "View your user details" to update your personal details. Users should be aware that there is not a link between the "update my details" section of the College Website and the "my details" section of the CPD Diary and therefore it is the responsibility of the user to ensure that both records are kept up-to-date as it relates to email addresses and other personal details.

### **Retention**

You have the right to request that we delete your personal data (called a right to be forgotten). The RCPCH will retain user CPD diary accounts for a period of 50 years from creation, be it in an active or archived state, unless the user makes a written request for deletion of the account by email to [cpd@rcpch.a.uk](mailto:cpd@rcpch.a.uk).

The RCPCH will comply with the deletion of user accounts upon receipt of a written request from the user. Users should be aware that once the account has been deleted, all data held within the diary will be removed from record and this action cannot be reversed, nor can the deleted data be retrieved.

### **Archival of inactive accounts**

Under data protection legislation, you can ask us to restrict what we use your personal data for (so we can only use it and not further process it) or ask us to stop processing your personal data altogether. The RCPCH does annually archive accounts which have been inactive for a period of two years (i.e. the user has not logged in for a period of two years).

All data which is contained within the user's Diary will not be deleted as part of the archival process but will be retained in an archived state. The user will, however, be required to contact the CPD Team should they wish to reinstate the Diary in order to access the content and continue to use. The 50 year retention period will start from the date of archiving, unless reactivated during the time period.

We are entitled to reveal your identity (or any information which we have about you) where we are legally obliged to by any government or regulatory authority, such as the GMC or Police.

### **Your Rights**

Under data protection legislation, you also have certain other rights regarding the data we hold about you. You can 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 also entitled to ask for a copy of the data we hold about you as well (known as a subject access request).

To find out more about your rights visit the ICO website or to make a request contact the RCPCH Information Governance Manager:  
information.governance@rcpch.ac.uk.

If you are unhappy with the way your personal data is being handled, please contact the RCPCH Data Protection Officer in the first instance. 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](mailto:casework@ico.org.uk)

### **Site usage**

We do not use cookies for collecting user information. Cookies are used for :

- Session tracking (system needs to know you are logged in)
- To store system messages temporarily to be shown on the next page view,
- To remember original web page display if the user resizes the web page
- To store non-member renewal orders to ensure annual non-member renewals are processed correctly. This cookie does not store card payment details.

The system would not function correctly without use of these cookies. The data we gather in this way does not contain any personal information or information about which other sites you have visited.

If you provide feedback on our website we will only use it to develop and improve the site. We do not store feedback but analysis of feedback may be kept.

### **Statement coverage**

This privacy statement only covers the website <https://cpd.rcpch.ac.uk>. It does not cover links within this site to websites owned or administered by other organisations.

### **Security**

This site has security measures in place to protect the loss and alteration of information under our control.

The security of any documents/data downloaded from the CPD Diary site, or via the CPD Diary site's link to any other College system becomes the responsibility of the user. RCPCH cannot be held responsible for the security of data copied to and held outside of its systems. Such information should only be accessed from a secure computer and/or held in a safe place.

We do not store or transfer any data held in the CPD outside of the EU because other countries do not necessarily have the equivalent legal level of protection that we do in the UK.

### **Changes to the policy**

These terms are subject to change at any time by the RCPCH. Any such changes will be posted online. Please check these terms on a regular basis to make sure you are aware of any changes made by the RCPCH. Your continued use of this system after changes are posted indicates that you agree to these terms as updated and/or amended.

If the privacy policy changes in any way, we will place an updated version on the website. Regularly reviewing the privacy policy page ensures you are always aware of what information we collect, how we use it and under what circumstances, if any, we will share it with other parties.

These Terms and Conditions and Privacy statement were last updated on 04/06/2018.