

JAG BOWEL CANCER SCREENING ACCREDITATION (SAAS) PROCESSING STATEMENT

Under the General Data Protection Regulation (GDPR), the RCP must provide comprehensive information on how records and information about living people are being collected, used and disposed of. This processing statement explains what data the JAG team holds about you, why we hold it, how we protect it and how you can access your rights.

What we do with your data

The JAG team maintains information about you in order to provide you with an accreditation service and information about associated opportunities.

Why we need to collect and use your data

The JAG team must maintain up to date contact details to communicate as appropriate. Information on an individual's performance or other information added to enable us to deliver an accreditation service as agreed.

Who we share your data with outside the RCP

The JAG team may share some of your data with other organisations as appropriate.

Your data will also be shared with any assessors allocated to your assessment(s) and also the assessment centre administration team.

How we protect your data outside the territories covered by the GDPR

All information managed by JAG is held and used within the UK.

How long we keep your data and why

The JAG team keep data relating to individuals until you wish to have information withdrawn. Any user log-ins will be deleted upon request from the individual or screening centre.

Please be advised that any accreditation documentation, reports and outcomes will be kept on file.

Your rights to:

- **access your data (Article 15)**
- **have a copy in a standard format (Article 20)**
- **restrict the use of your data (Article 18)**
- **stop your data being used (Article 21)**
- **have data deleted (Article 17)**

You have the right to access information which identifies you as a living person, held on RCP systems (Article 15). You also have the right to a copy of your data in a standard format, where technically possible (Article 20). For more information please contact the data protection officer.

Your data will no longer be used in the event that you withdraw from the scheme. Any personal information will be deleted from our webtool and RCP files, though any accreditation reports will be kept.

Who to contact at the RCP and how to complain

Contact the data protection officer if you have queries or concerns about the above.

If you are not satisfied with the service provided by the RCP, you have the right to complain to us (askSAAS@rcplondon.ac.uk) or the UK regulator, the Information Commissioner. See their website for further information on GDPR and your rights.

If the use of your data changes, we will update this statement to reflect that. Regularly reviewing this information ensures you remain aware of what data we hold and use.