

## Education – Course Attendees Privacy Notice

### Introduction:

The Royal College of Surgeons of Edinburgh (RCSEd), is committed to protecting your personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. This notice explains how and why we collect, use and protect your personal information to deliver a service.

### Who Are We:

The Education Department manages RCSEd courses, operates under the Royal College of Surgeons of Edinburgh, which is the data controller responsible for processing your data.

Data Controller: Royal College of Surgeons of Edinburgh

Registered with the Information Commissioner's Office (ICO), Reg. No. Z5806303

Email: [dataprotection@rcsed.ac.uk](mailto:dataprotection@rcsed.ac.uk)

To read our full Privacy Policy please visit: [Privacy Policy | RCSEd](#)

### Legal Basis for Processing:

We process your personal data under one or more of the following legal bases:

- **Consent:** When you provide clear, informed permission (e.g. marketing emails). You can withdraw your consent at any time.
- **Contract:** When processing is necessary to fulfil a service, you requested.
- **Legal obligation:** To meet our statutory and regulatory duties
- **Legitimate interest:** To manage operations and improve services (balanced with your rights). We're collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone.

Special category data (e.g. health) is processed only with explicit consent under Article 9(2)(a) UK GDPR or where necessary for significant public interest under Article 9(2)(g).

### What Information We Collect:

Categories	Data Types	Reasoning/Additional information
Identity Data	<ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Date of Birth</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Contract</b></li> </ul>
Contact Data	<ul style="list-style-type: none"> <li>• Email address</li> <li>• Telephone number</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Contract</b></li> </ul>
Personal	<ul style="list-style-type: none"> <li>• Dietary Requirements</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Consent</b></li> </ul>
Career/Professional	<ul style="list-style-type: none"> <li>• Grade</li> <li>• Role</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Contract</b></li> </ul>

	<ul style="list-style-type: none"> <li>• Specialty</li> <li>• Level of training</li> <li>• Professional Body</li> <li>Registration number</li> </ul>	
Transactional/Finance Data	Details for any purchases for services and examinations made.	<ul style="list-style-type: none"> <li>• <b>Contract</b></li> </ul>
Communications Data	What we learn about you from letters, emails, and conversations between us including details of your interactions with us.	<ul style="list-style-type: none"> <li>• <b>Consent</b></li> </ul>
Special Category	<ul style="list-style-type: none"> <li>• Reasonable adjustments</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Consent</b></li> </ul>
Use of CCTV	<p>If you visit our physical buildings in Edinburgh or Birmingham, the RCSEd may collect CCTV footage about you.</p> <p>Where we run events or exams in a third-party venue, that third-party venue would be the data controller of that footage. If you wish to access this data, please contact <a href="mailto:dataprotection@rcsed.ac.uk">dataprotection@rcsed.ac.uk</a>, who will be able to manage the request.</p> <p>As part of our commitment to providing the best possible service to its members and constituents, we may also monitor, and record telephone calls initiated and answered in our offices.</p>	<ul style="list-style-type: none"> <li>• <b>Legitimate interests</b></li> </ul>

#### How We Collect Your Information:

- Directly from you

### **How We Use Your Data:**

We use your personal data to:

- Deliver a service (courses and events) to provide you with a certificate of completion.
- Verify your identity as part of our contractual and legal obligations.
- Understand your needs as a delegate and how they may be met, including collating data to allow analysis and evaluation regarding the equity and fairness of our service provision and offerings.
- Maintain our database and associated delegate records and ensure we have a means in which to contact you (post, email or telephone).
- Process financial transactions related to your course or event fees and any other services you may purchase from us.
- Update you on courses, events, activities, services which we deem may be relevant to you for your surgical or dental career. You have the right to withdraw consent if you do not wish to receive such updates.
- Update on professional issues relevant to your participation in a specific course or event.

### **Sharing Your Information:**

We do not directly share any information about you to third parties. Any personal information that required to be shared with a third party, in regard to a RCSEd course, would only be disclosed by you to that third party.

### **Retention Of Your Data:**

We will keep your personal data for no longer than is necessary to fulfil the purposes for which it was collected and to satisfy any legal, regulatory, accounting or reporting requirements. We regularly review our data retention schedules and apply secure disposal methods when data is no longer needed. Contact us if you wish to see the retention schedule.

### **Your Rights:**

You have rights under data protection law, including to:

- Access your data
- Correct inaccurate data
- Request erasure (where legally permissible)
- Restrict or object to processing
- Withdraw consent at any time (where processing is based on consent)
- Lodge a complaint with the ICO ([www.ico.org.uk](http://www.ico.org.uk))

To exercise these rights, contact: [dataprotection@rcsed.ac.uk](mailto:dataprotection@rcsed.ac.uk)

**Security of Your Data:**

We take appropriate technical and organisational measures to secure your data, including:

- Secure servers and encrypted storage
- Access controls and staff confidentiality training.

The transmission of information via the internet is not completely secure. Although RCSEd will do its best to protect your personal data, it cannot guarantee the security of your data transmitted to or from RCSEd Website(s) via the internet.

**Data Protection Impact Assessments (DPIAs):**

Where new or high-risk processing is planned, we undertake DPIAs to assess and mitigate privacy risks in accordance with UK GDPR guidance.

**Changes to This Notice:**

This notice is reviewed regularly and may be updated. The latest version will always be available on our website.

For further information, please contact [education@rcsed.ac.uk](mailto:education@rcsed.ac.uk)

**Last Updated:** November 2025