

Education Accreditation 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 Privacy Notice explains how and why we collect, use and protect your personal information to accredit courses approved by RCSEd.

Who Are We:

The accreditation team 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

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.

What Information We Collect:

Categories	Data Types	Reasoning/Additional information
Identity Data	<p>Information that may be collected:</p> <ul style="list-style-type: none"> • Name • Name of Educational Lead (if different to already stated) • General Medical Council (GMC) number • General Dental Council (GDC) number 	<ul style="list-style-type: none"> • Contract

Contact Data	<p>Information that may be collected:</p> <ul style="list-style-type: none"> Email address Email address of Educational Lead (if different to already stated) Address Telephone Organisational number 	<ul style="list-style-type: none"> Contract
Career/Professional	<p>Information that may be collected:</p> <ul style="list-style-type: none"> Job title/role Previous experience with RCSEd If you are a Member of RCSEd Institute and Programme URL Company/charity registration number Existing Accreditation Awards (with Awarding body) Names and qualifications of course faculty/tutors Sponsor/affiliates of course 	<ul style="list-style-type: none"> Contract
Transactional/Finance Data	<p>Information that may be collected:</p> <ul style="list-style-type: none"> Public or privately funded 	<ul style="list-style-type: none"> Contract
Communications Data	<p>What we learn about you from letters, emails, and conversations between us including details of your interactions with us.</p>	<ul style="list-style-type: none"> Consent
Special Category	<p>Information that may be collected:</p> <ul style="list-style-type: none"> Conflict of Interest 	<ul style="list-style-type: none"> Legal obligation

How We Collect Your Information:

- Directly from you
- Publicly available sources

How We Use Your Data:

We use your personal data to:

- Ensure only courses that meet the values and standards of RCSEd are accredited.
- Verify your identity as part of our contractual and legal obligations.
- Process financial transactions, where necessary.
- Maintain our database and associated records.

Sharing Your Information:

By submitting an application, you understand that RCSEd will process your personal data in accordance with the terms of the General Data Protection Regulation (GDPR). We will not share your data with any third party unless there is a statutory requirement for us to do so or unless we require to do so to deliver our services. Such sharing will only be undertaken where the appropriate Data Processing Agreements are in place and for tightly controlled purposes.

Information may be shared with:

- Appointed RCSEd Clinical Specialists, usually from our Surgical Speciality Boards or select pool of Reviewers (all RCSEd Members and Fellows) for their advice and review of the clinical content covered in each educational activity.

We may, depending on your geographical location, share or transfer information with our Malaysian subsidiary, RCSEd Malaysia Sdn. Bhd for the purpose of carrying out RCSEd activities within the ASEAN region. Such transfers are carried out with appropriate safeguards to ensure that your personal data is adequately protected in accordance with applicable data protection law, and in particular Article 46 of the UK GDPR and the EU GDPR.

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.

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)

To exercise these rights, contact: 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.

Unfortunately, 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.

Last Updated: November 2025