

## Faculty of Dental Surgery Privacy Notice

### Introduction:

The Faculty of Dental Surgery (FDS), part of 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 when you interact with us, attend events or use our services.

### Who Are We:

The Faculty of Dental Surgery 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.

### What Information We Collect:

Categories	Data Types	Reasoning/Additional information
Identity Data	ID information including: <ul style="list-style-type: none"> <li>• Name(s)</li> <li>• Date of birth</li> <li>• Passport or other forms of photo identity</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Contract</b></li> </ul>
Contact Data	<ul style="list-style-type: none"> <li>• Name(s)</li> <li>• Address</li> <li>• Telephone number/mobile number</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Contract</b></li> </ul>

	<ul style="list-style-type: none"> <li>• Personal email address</li> </ul>	
Career/Professional	<p>Documents referring to your employment history including:</p> <ul style="list-style-type: none"> <li>• Job application</li> <li>• Employment references</li> <li>• Secondary employment</li> <li>• Performance records (reviews, disciplinary records, complaints or disciplinary action)</li> <li>• Training history</li> <li>• Swipe Card data (name, job role, photograph and access to buildings)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Contract</b></li> </ul>
Special Category Data	<ul style="list-style-type: none"> <li>• Conflicts of interest</li> <li>• Political views</li> <li>• Development needs</li> <li>• Next of kin</li> <li>• Emergency contact details</li> <li>• Health information</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Consent</b></li> </ul>
Equality Monitoring Information	<ul style="list-style-type: none"> <li>• Gender</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Consent</b></li> </ul> <p>To enable the College to carry out its obligations to monitor equal opportunities.</p>

#### How We Collect Your Information:

- Directly from you

#### How We Use Your Data:

- To recruit staff and volunteers within the Faculty
- To support the administration and management of the Faculty
- To design and development examinations
- To support in the facilitation of examinations

- To develop courses and programmes of study for key Faculty examinations
- To ensure educational courses are accredited in a fair and reasonable manner
- To ensure the safety of staff and volunteers when travelling to represent the Faculty

### **Sharing Your Information:**

We will on occasion share a reasonable amount of personal data with third parties in order to carry out its activities. We will only share the minimal amount of data necessary for the agreed purposes and will use and continue to develop robust data sharing agreements with the said third parties. We never sell your personal data.

- UK and International organisations, including but not limited to the Royal Australasian College of Dental Surgeons, the College of Dental Surgeons of Hong Kong, the American Board of Oral Medicine.
- International universities for a variety of conjoint speciality and non-speciality exams.
- Other UK Royal Surgical Colleges (England, Glasgow and Ireland) for Intercollegiate Speciality Fellowship Examinations.
- Key governmental stakeholders worldwide

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. Contact us if they want 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.
- Secure offsite storage.

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 [dental@rcsed.ac.uk](mailto:dental@rcsed.ac.uk)

**Last Updated:** December 2025