

Surgery & Opioids Open Consultation Privacy Notice

Introduction

The project survey has been initiated by the Faculty of Pain Medicine and Royal College of Anaesthetists.

The Royal College of Anaesthetists (RCoA) is the Data Controller for your information.

This privacy notice is specific to the Surgery & Opioids Open Consultation survey and explains how we use your personal information in relation to the survey and your rights regarding that information.

What personal information do we collect and what do we do with this information?

If you choose to give us your name and email address we will use this if we need to follow up on any of the data you have submitted. This personal information will be separated from your survey responses.

The responses from the survey will be sent to members of the FPM/RCoA Opioid Prescribing Project Working Party via email for analysis and any necessary amendments to the guidance will be made in light of the feedback in October/November 2020. All information gathered from the survey will be anonymised and will not be traceable to you.

What is the legal basis for collecting the data?

Consent.

Will the data be shared?

The information will stay within the FPM/RCoA Opioid Prescribing Project Working Party and will not be shared with anyone else.

How long will we process your data for?

When the project is completed (we are aiming to publish the guidance by the end of 2020) any personal information will be destroyed.

How do we protect your data?

RCoA takes the security of your personal information seriously. In order to prevent unauthorised access or disclosure and unlawful or unauthorised processing and accidental loss, destruction or damage, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

What are your rights?

- Right of access
- Right to data portability
- Rights in relation to inaccurate personal or incomplete data
- Right to object to or restrict our data processing
- Right to erasure
- Right to withdrawal of consent

Where our processing of your personal information is based on your **consent**, you have the right to withdraw your consent at any time.

If you wish to exercise any of your rights please contact the RCoA Data Protection Officer dpo@rcoa.ac.uk in the first instance.

Who can I contact about this Notice?

Questions, comments and the exercise of your rights regarding this Privacy Notice and your personal information are welcomed. The RCoA's Data Protection Officer, Ms Sharon Drake, can help you with any queries about the information in this Privacy Notice. She can be contacted at the following:

- email address: dpo@rcoa.ac.uk;
- telephone number: 020 7092 1501
- address: Churchill House, 35 Red Lion Square, London WC1R 4SG

If you wish to make a complaint on how we have handled your personal information, you can contact our Data Protection Officer. If you are not satisfied with our response or believe we are processing your personal information in a way that is not in accordance with the law, you have the right to lodge a complaint with the supervisory authority in the UK responsible for the implementation and enforcement data protection law: the Information Commissioner's Office (the "ICO"). You can contact the ICO via their website – <https://ico.org.uk/concerns/> - or by calling their helpline – 0303 123 1113.