

ROYAL PHARMACEUTICAL SOCIETY

Privacy Notice – Core Advanced credentialing

RPS will collect and process personal data from you for the purpose of managing and administering the core advanced credentialing process. We will not be able to accept your application or process your assessments if you do not provide us with the relevant information when we request it.

RPS will rely on the following bases for processing your personal data:

- **Performance of Contract:** processing is necessary in order to perform our contract with you to provide the assessments or to take the steps at your request before entering into such contract;
- **Legitimate Interest:** RPS have a legitimate interest in conducting and managing our business, to promote a high quality and reputable pharmacy profession and to administer fair and high-quality assessments for the pharmacy profession, where such interest is not overridden by your interests or fundamental rights and freedoms which require protection of your personal data;
- **Legal Compliance:** to comply with our legal obligations including without limitation those under the Equality Act 2010;
- **Consent:** in relation to special category personal data (such as your ethnicity and disability information) RPS rely on your provision of specific, explicit consent and will give you the option not to provide this information or cease processing this information where you withdraw your consent at a later date.

Aggregated data

We may anonymise and collect aggregated data for statistical purposes, such as assessing pass rates, proportion of different genders, races, age range and so forth of candidates taking our assessments. Aggregated data does not reveal your identity (either directly or indirectly) and is not considered to be personal data. Anonymised or aggregated data may be shared with internal governance boards and may be published externally. To the extent that we use or combine any aggregated data so that you can be identified, we would treat the aggregated data as personal data in that situation and would therefore use it only in accordance with this Privacy Notice.

We have provided further details below about the data we may process, the reason for processing this data, how long we will retain this data and with whom this data will be shared:

| | What do we use this data for? | How long do we keep this data? | Who will this data be shared with? |
|--|-------------------------------|---|--|
| Basic Identity data (Names and date of birth) | To identify you | For the period during which RPS offers or manages the assessments plus a period of up to 40 years – to maintain a directory of assessment | Identifiable data will be shared internally with RPS employees working on administering the assessment(s). |

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| | | results for all candidates for the lifetime of their career | |
| Assessment result | To maintain a historical directory of assessment outcomes | For the period during which RPS offers or manages assessments plus a period of up to 40 years - to maintain a directory of assessment results for all candidates for the lifetime of their career | Identifiable data will be shared internally with RPS employees working on administering the assessment(s). |
| Gender | To monitor the performance of different genders in our assessments | Identifiable information retained until assessment results released. | Identifiable data will be shared internally with RPS employees working on administering the assessment(s). |
| Contact data (Postal address and email address) | To be able to send you correspondence | 1-year following sitting the assessment | Identifiable data will be shared internally with RPS employees working on administering the assessment(s). |
| Candidate no | To act as a unique identifier for you in assessments | For the period during which RPS offers or manages assessments plus a period of up to 40 years for the lifetime of their career | Identifiable data will be shared internally with RPS employees working on administering the assessment(s). Your candidate number will also be shared with members of the advanced pharmacist competency committee. |
| Ethnicity | To monitor the performance of different ethnic groups in our assessments | Identifiable information retained until assessment results released. | Identifiable data will be shared internally with RPS employees working on administering the assessment(s). |
| Disability information | To assess candidates' requests and as appropriate consider and implement adjustments to be made to assessments | Identifiable information retained for 1 year following sitting the assessment. | Identifiable information relating to a disability will only be shared with RPS employees directly involved with administering and reviewing reasonable adjustment requests (assessors will be provided with details of a reasonable adjustment but not other identifying information). Supporting documentation may be redacted and shared with the Advanced Pharmacist |

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| | | | <p>Assessment Panel for review if a further review is required.</p> <p>The reasonable adjustments awarded will be shared with RPS employees involved in coordinating assessments and with assessors (information on any underlying disability will not be shared with these individuals).</p> |
| Financial Data (such as bank account and payment card details) | To process payments and charges | Retained until all payments relating to the candidate's assessment have been finally processed and received and for a period of 6 years for audit purposes. | Internal administrators and third-party payment processors (Stripe). |
| Portfolio assessment materials | To assess candidates' work-based learning | 1 year following sitting the assessment | RPS employees. Advanced Pharmacist Competency Committee (APCC). |
| Assessment materials (marksheets, feedback sheets etc.) | To assess candidates' summative performance | 1 year following sitting the assessment | <p>Identifiable data will be shared internally with RPS employees working on administering the assessment(s).</p> <p>Anonymised data may be shared with the Advanced Pharmacist Assessment Panel.</p> |

Further information about how RPS processes and uses personal data

This privacy notice covers data collected and processed by **Royal Pharmaceutical Society of Great Britain** (RPS) incorporated by Royal Charter in England and Wales under company number RC00079 and having its principal business address at 66-68 East Smithfield, London E1W 1AW. For the purposes of the Data Protection Act 1998, we are the "data controller" (i.e. the company who is responsible for, and controls the processing of, your personal data).

We have appointed a data protection officer who is responsible for overseeing questions in relation to this Privacy Policy, including any requests to exercise your legal rights. You can contact our data protection officer at:

Data Protection Officer
66-68 East Smithfield, London, E1W 1AW
data.protection@rpharms.com .

You should contact our data protection officer if you wish to exercise any of your rights under data protection law including the right to access your data, rectify your data, object to our restrict processing of your data or erase your data.

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues (www.ico.org.uk). We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance.

Your personal data will not be shared with any other organisation save as set out in this Privacy Notice.

We will only process your personal data for the purpose for which we collected it or as set out in this Privacy Notice.

Your personal data is not used in any automated decision making (making a decision solely by automated means without any human involvement) or profiling (automated processing of personal data to evaluate certain conditions about an individual).

We reserve the right to update this privacy notice at any time and we will provide you with a new privacy notice when we make any substantial changes. We will also notify you in other ways from time to time about the processing of your personal data.

You can read more about how RPS processes personal data at <https://www.rpharms.com/footer-links/-cookie-privacy-policy>