

Privacy Notice – Training

Woodlands/Clerklands Partnership

Woodlands/Clerklands Partnership is a training practice. We host student nurses, medical students, junior doctors in their foundation years, GP registrars and physician associate students to support their training.

All trainees at the practice are asked to sign confidentiality agreements before they see or speak to any patients at the practice, and they will operate under the same confidentiality agreements as any member of staff.

In order for the GP registrars and FY2's to successfully complete their training they need to be assessed on their consulting skills. This is done by the appointed assessors viewing a video of the registrar's consultations. You may be asked for your permission to have your consultation recorded in this way. If you agree, you will need to give your written permission and there is a consent form available at the desk, which you will be offered. ***If the doctor appears to be recording your consultation and you have not signed a consent form, then you should indicate this to him or her immediately.*** These recordings will be shared and discussed with training GPs at the surgery, and also with moderators at the RCGP and HEE. The recording will be used for educational purposes only.

1) Data Controller contact details	Woodlands & Clerklands Partnership Tilgate Way Tilgate Crawley RH10 5BW Tel: 01293 517092/01293 820833
2) Data Protection Officer contact details	Trudy Slade 07833 239618 / Trudy.slade@nhs.net
3) Purpose of the processing	Training GP registrar and FY2 doctors.
4) Lawful basis for processing	The legal basis will be <i>Article 6(1)(a) "the data subject has given consent to the processing of his or her personal data for one or more specific purposes"</i> And <i>Article 9(2)(a) "the data subject has given explicit consent to the processing of those personal data for one or more specified purposes"</i>
5) Recipient or categories of recipients of the shared data	The data will be shared with trainers from the Royal College of General Practitioners (RCGP) and stored on the FourteenFish web platform.
6) Rights to object	You have the right to object to some or all of the information being shared with FourteenFish and the RCGP. Contact the Data Controller or the practice.
7) Right to access and correct	You have the right to access the data that is being shared and have any inaccuracies corrected. There is no right to have accurate

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	medical records deleted except when ordered by a court of Law.
8) Retention period	The data will be retained only as long as is required for the trainee's assessment.
9) Right to Complain.	<p>You have the right to complain to the Information Commissioner's Office. To do so, you can use this link https://ico.org.uk/global/contact-us/ or call their helpline: Tel: 0303 123 1113 (local rate) or 01625 545 745 (national rate)</p> <p>There are National Offices for Scotland, Northern Ireland and Wales; see ICO website for details.</p>