

Privacy notice

REACHE takes data privacy seriously. We strive to be transparent and accountable while protecting the personal information that is entrusted to us, and we respect every individual's rights under the United Kingdom's data protection laws.

This privacy notice applies to the website reache.org.uk. This is the main privacy policy; additional privacy information may be provided during your experience in the REACHE programme.

To make any inquiries or requests pertaining to your personal information, or if you have any questions or comments about our privacy notice or our handling of personal data, please contact reache@manchester.ac.uk.

This policy was last updated on the 23rd of February 2024.

How we collect your personal data

You may give us your identity and contact data, and special category personal data, through emails, phone calls, letters, website forms, or other forms of correspondence with REACHE.

We may ask you to provide us with special category personal data such as your ethnic and national origin, and details of any disabilities. REACHE is obligated to treat this sensitive information with the appropriate care.

You may provide personal data when you:

- Apply to join REACHE;
- Receive personal support within REACHE;
- Use REACHE's social media e.g. X or LinkedIn;
- Give us feedback.

We may receive personal data about you from other sources, including:

- Identity data from the registers of professional bodies such as the General Medical Council (GMC).
- Identity data from the UK Home Office.

The personal data we collect about you

Personal data, or personal information, is any information about an individual from which they can be identified. This does not include anonymous data. We may collect, use, store and transfer these kinds of personal data:

- Identity data: including name, maiden name, preferred name, GMC number, title, date of birth, gender, photos;
- Contact data: including address, email address, telephone number;
- Professional data: including your profession and specialty, records of your primary medical qualification, your years of clinical and specialty experience, the date you last worked in medicine, current jobs or volunteering;
- Vocational data: including languages you can speak, attendance, feedback from tutors and supervisors, records of OET, PLAB 1, and PLAB 2 exams;
- Pastoral data: including whether you have children, their names and dates of birth, your caring responsibilities, whether you consider yourself to have a disability;
- Technical data: includes IP address, browser type and version.

If you do not provide us with certain personal information as you contact us, we may not be able to process your application for REACHE membership.

Your data may be converted into statistical or aggregated data in such a way that you are not personally identifiable from it; it cannot be linked back to you. We may use this data for analytical and research purposes.

Our purposes

We use your personal data for a number of purposes, each with a 'lawful basis', which will be set out in this section.

If you choose to submit an application for membership with REACHE, we will process your personal data to evaluate your application and build your REACHE profile if you are successful. Some of the information that we request is optional.

Our lawful basis for processing data for REACHE membership applications is legitimate interest.

We use members' vocational performance data to monitor and create internal reports on their progress through the REACHE programme.

Our lawful basis for this processing is to deliver a contractual service to REACHE members according to the REACHE Membership Agreement.

We use your personal information, including information related to your immigration status, family, and demographics, to provide appropriate pastoral care.

Our lawful basis for this processing is consent.

We may create anonymised reports on members' performance and demographics for Equality and Diversity Monitoring purposes and to improve our services for REACHE members in the future.

Our lawful basis for processing data for these reports is consent.

We also post photographs to the REACHE social media pages on X and LinkedIn, which may include members.

Our lawful basis for sharing these images is consent.

Sharing your personal data

We may share anonymised reports on members' performance and demographics with NHS England and local authorities in order to monitor Equality and Diversity and improve our services for REACHE members in the future.

We may share personally identifying information with:

- Refugee support agencies, to whom we refer members for support with health needs, housing needs, charitable support or other issues that may be affecting attendance or academic progress. We share this information on the legal basis of consent.
- UK professional regulatory bodies, such as the General Medical Council and the Nursing and Midwifery Council, if we have good reason to believe an individual has shown unprofessional behaviour that, if it had occurred in a professional capacity, might have put the health or welfare of patients at risk. We consider the sharing of this information to be in the public interest.

How long we store your personal data for

We keep personal data for as long as necessary in order to deliver our services to REACHE members. However, we are obligated to not retain personal data in any identifiable form for longer than is necessary.

If your application is unsuccessful or undecided, personal data within your application will be retained for no longer than 3 months.

If you become a REACHE member, your personal data will be retained for no longer than 1 year after leaving the REACHE programme.

Your privacy rights

Under the United Kingdom's GDPR legislation, REACHE members have the right to request access to information about them that we hold. To make a request for your personal information, please contact reache@manchester.ac.uk.

Under the same legislation, your consent for the processing of certain personal data is freely-given and reversible. Please contact reache@manchester.ac.uk if you would like to withdraw your consent. REACHE will remove any personal information that was processed on the basis of consent, as identified under the heading 'Our purposes'.

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress;
- Prevent processing for the purpose of direct marketing;
- Object to decisions being taken by automated means;
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- Claim compensation for damages caused by a breach of the Data Protection regulations.

Contact information

If you disagree with how REACHE processes your data or are not satisfied with our response, please contact reache@manchester.ac.uk or address your letter to the Data Protection Officer at:

Data Protection Officer

REACHE North West

Salford Royal Hospital

Stott Lane

Salford

M6 8HD

To complain to the ICO about any problems you have with the processing of your data, please contact this address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF