

# **RCGP Revalidation ePortfolio Website**

## **Data Protection Statement – Version 3.0 (May 2013)**

### **Notice for Revalidation ePortfolio login**

Your personal information which you enter into the ePortfolio will be processed in accordance with the Data Protection Act 1998. Information about appraisal is confidential and only those with a legitimate right should access it. When connected to a registered PCO or Designated Body, access to your appraisal information is limited to the Appraiser, Appraiser (including subsequent Appraisers), Appraisal Lead and Responsible Officer (or their named deputy) as well as PCO or Designated Body officers for administrative purposes. We also understand that the GMC may request access to an individual's appraisal and revalidation information from PCOs in some circumstances. . The RCGP will have access to your data for quality management purposes, and to ensure compliance with these Terms and Conditions. Additionally, your local PCO or Designated Body will have access to your data for administrative and quality assurance processes. By uploading anonymised case notes, reviews, research and other material you agree that those who have lawful access to this site and to your material are entitled to use that material for revalidation purposes. Appraisers, Lead Appraisers, PCOs and Designated Body officers and Responsible Officers (and named deputies) have been informed by the RCGP of their responsibility for your personal data. Data will not be disclosed to parties who do not have a legitimate involvement in the revalidation process. The RCGP will comply with access requests for user data, including supporting information for appraisal and revalidation, from those with a legal right to obtain it.

If you cease to use the Revalidation portfolio, your data will be archived for a period of seven years.

If you have any queries about this please contact the College's Data Protection Officer.

If you wish to know what personal data the system holds about you, or to obtain a copy, please write to the ePortfolio Manager, Jamie Meecham, at 30 Euston Square, London NW1 2FB email [jamie.meecham@rcgp.org.uk](mailto:jamie.meecham@rcgp.org.uk), specifying as closely as possible the information you want. Under the Data Protection Act 1998, the RCGP as a Data Controller is obliged to respond within 28 days.

### **Guidance for PCO Administrators and Designated Body Administrators**

Please note that data concerning GPs held on the Revalidation ePortfolio system is personal data as defined by the Data Protection Act 1998 and you are given access to it on the understanding that you are responsible for ensuring it is processed in accordance with the Act.

This includes ensuring that the information is kept securely, not disclosed to anyone else without the express permission of the GP concerned and destroyed in a confidential manner when it is no longer required or in any case, after seven years.

### **Guidance for Appraisers, Lead Appraisers and Responsible Officers (and named deputies of Responsible Officers)**

As a GP Appraiser, Lead Appraiser or Responsible Officer (and named deputies of Responsible Officers), you will have access to your designated GPs' supporting information

including evidences of CPD which they have entered into the Revalidation ePortfolio system. This is personal data as defined by the Data Protection Act 1998, and you should be aware of your responsibilities with regard to it. In particular, you should keep it secure, and only use it for the purposes for which it has been submitted, and to which the data subject has consented. You should not disclose the information to anyone else without the express permission of the GP. You must destroy any downloaded data securely (e.g. shred) once it is no longer required for this purpose, which should not be longer than five years. GP Appraisees have been informed of your need to keep the data and that you have been made aware of your responsibilities with regard to data protection.

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