

RCGP Revalidation ePortfolio Website

Privacy and Security Policy - Version 3.0 (May 2013)

1. General

The following privacy policy applies to your RCGP Revalidation ePortfolio account and associated resources and materials, and other websites and online resources provided by RCGP.

The RCGP is committed to ensuring that your privacy is protected and that it complies with its obligations under the Data Protection Act 1998, which regulates the processing of information relating to you and grants you various rights in relation to your personal data.

By registering for an RCGP Revalidation ePortfolio account, you are agreeing to the following policy from the date of first registration or usage. We may change these terms and conditions from time to time and will post revisions on our websites. We advise that you review these terms and conditions regularly.

2. Registration data

When you first register for your RCGP Revalidation ePortfolio, we will collect personal information from you. We may also ask you for information when you report a problem to our helpdesk and may keep a record of any correspondence.

3. Aggregated data

We may anonymise your data and aggregate it with data from other users to understand how people are using our websites and to evaluate our e-learning materials. The RCGP reserve the right to disclose anonymised aggregated user data to approved third parties.

4. Communications and bulletins

From time to time the RCGP may send you information about College products that will be of interest to you and in promoting the College. If you should decide that you do not wish to receive such communications you may opt out of receipt of this information by contacting membership@rcgp.org.uk.

5. Making changes to your information

Where your details become outdated you should update your details in the secure area of the RCGP website.

6. IP addresses

We may record your computer's IP address, operating system and browser type, for system administration purposes and to enable us to gather information on website usage. These data enable us to track browsing patterns, and are not used to identify you as an individual.

7. Security

Your personal information is stored and processed by the RCGP in compliance with the Data Protection Act (1998). Your information is protected by a firewall. We also use system and application logs to track all access. We review these logs periodically and investigate any anomalies or discrepancies.

All reasonable efforts will be taken to ensure security of personal data.

8. Authentication

You are responsible for ensuring that your RCGP Revalidation ePortfolio account password remains secure. You should not disclose your user name and password to other people. If you forget your password, please contact us at info@rcgp.org.uk

9. Email security

Any email correspondence between you and the RCGP will not be encrypted. Emails received by the RCGP will be stored securely within our corporate firewall.

10. Use of cookies

The RCGP Revalidation ePortfolio website uses cookies when you are logging in to the tool. The sole purpose of this is convenience, making it unnecessary to use different username and password from RCGP website every time you logon.

11. Linking to external sites

When using RCGP websites and materials, you will encounter links to external websites. Please be aware that once you click to one of these sites, you are subject to that site's privacy policy and the RCGP can accept no responsibility for your privacy in relation to your use of external websites.

12. Your consent

By submitting your information to the RCGP, you consent to the use of that information as set out in this policy. You should review this policy regularly, to note any changes as to how we collect and use personal information.

Thank you for reviewing this information. If you have any questions about this policy, please contact info@rcgp.org.uk