

ROYAL COLLEGE OF PSYCHIATRISTS

Privacy Notice for Exam Candidates

Introduction

The Royal College of Psychiatrists (**the College**) is the professional membership organisation that educates and sets standards for psychiatrists.

The purpose of the MRCPsych Papers A & B and the Clinical Assessment of Skills and Competencies (CASC) is to examine trainees on the scientific and theoretical basis of psychiatry, assess them on critical review and the clinical topics in psychiatry and test their clinical skills in a range of clinical situations respectively.

Data Protection Principles

We will comply with data protection law. This says that the personal information we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

What information do we ask for, and why?

Personal data, or personal information, means any information about an individual from which that person can be identified.

There are certain types of more sensitive personal data which require a higher level of protection, such as personal data revealing racial or ethnic origin, data concerning health, or data concerning a person's sexual orientation.

We do not process more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary.

The information we process is used for the purposes set out below:

- For you to register as a candidate for our exams.
- To collect payment from you for taking our exams.

- To authenticate your ID in order for you to be able to take part in our exams. We may use artificial intelligence (AI) techniques to perform enhanced ID authentication and a face-to-ID photo comparison. You will be asked to give your consent to the use of AI for such purposes prior to such technology being used during the registration process. If you do not wish to do so then we may be able to complete ID authentication through manual check-in procedures and we will inform you if this is the case.
- For you to prepare for and take our exams.
- To assess you in taking our exams.
- Passing your personal data (including details of your exam results) to relevant parties, e.g. Deaneries, for legitimate purposes connected with your training.
- Passing your personal data (including details of your exam results) to the General Medical Council (“GMC”) for quality assurance and research purposes in relation to medical education and to facilitate the awarding of certificates of completion of training (CCTs) in accordance with our legal obligations, including the Medical Act 1983, and the public interest.
- For equal opportunities monitoring.
- To consider reasonable adjustments for you (where appropriate).
- To deal with any allegations of academic misconduct.
- To deal with any complaints or appeals in relation to you taking our exams.

We will process the following categories of personal information about you:

- The information you have provided on our online application form, including name, title, address, telephone number, personal email address, date of birth, gender, employment details, qualifications, personal ID.
- Payment information details.
- Data relating to test session (dry runs) for our remote / online exams.
- Examination data including your answers to questions through the written assessment, and video and audio data may be recorded for the MRCPsych Clinical Assessment of Skills and Competencies (CASC) examination for training and probity purposes.
- Data generated through invigilator checks to ensure safety of the assessment and detect any academic misconduct, including in online/remote examinations you, on request of an invigilator, providing a scan of your desk/room.
- Your marks against the assessment scoring criteria and your exam results.
- Information about you, including special category data, for the purposes of equality and diversity monitoring.
- Information about you, including special category data, for the purposes of considering reasonable adjustments (where appropriate).
- Information about you relating to any allegations of academic misconduct.

- Information about you relating to any complaints or appeals in relation to you taking our exams.

Within the above, we may process the following types of special category personal data:

- Racial or ethnic origin;
- Political opinions;
- Religious or philosophical beliefs;
- Trade-union membership;
- Biometric data; and
- Data concerning your physical or mental health or condition, sex life or sexual orientation.

How is your personal information collected?

We will collect personal information about you through:

- You completing our online application form.
- You partaking in test session (dry runs) for our remote / online exams.
- You sitting our examinations.
- You communicating with us in relation to your examinations.

What will we do with your information?

We will use the personal information we collect about you to:

- Allow you to take our exams and assess your performance in the exams you sit with us.
- Pass your personal data (including details of your exam results) to relevant parties, e.g. Deaneries, for legitimate purposes connected with your training.
- Pass your personal data (including details of your exam results) to the General Medical Council (“GMC”) for quality assurance and research purposes in relation to medical education and to facilitate the awarding of certificates of completion of training (CCTs) in accordance with our legal obligations, including the Medical Act 1983, and the public interest.
- For equal opportunities monitoring.
- To consider reasonable adjustments for you (where appropriate).
- To deal with any allegations of academic misconduct.
- To deal with any complaints or appeals in relation to you taking our exams.

Your information will only be used for the stated purposes set out above or to fulfil business, legal or regulatory requirements if necessary.

We will not share any of your information with any third parties for marketing purposes.

Legal basis for processing

The legal bases for processing of your personal data are:

- **Consent** – When you complete our online application form we ask for you to consent to us processing your personal data for certain purposes as set out in this Privacy Notice. Specifically, we ask you to consent to us processing your personal data to:
 - allow you to sit our exams;
 - if we intend to use artificial intelligence (AI) techniques to perform enhanced ID authentication and a face-to-ID photo comparison, you will be asked to give your consent to the use of AI for such purposes prior to any such technology being used. If you do not wish to do so then we may be able to complete ID authentication through manual check-in procedures and we will inform you if this is the case;
 - to allow us to pass your personal data (including details of your exam results) to relevant parties, e.g. Deaneries, for legitimate purposes connected with your training;
 - where we use automated decision-making in order to mark you answers in the written assessment.

Where the processing is necessary:

- for us to **comply with our legal obligations**, specifically, in passing your personal data (including details of your exam results) to the General Medical Council (“GMC”) for quality assurance and research purposes in relation to medical education and to facilitate the awarding of certificates of completion of training (CCTs) in accordance with our legal obligations, including the Medical Act 1983;
- in the **public interest** or the exercise of official authority vested in us as a Royal Charter College, in passing your personal data (including details of your exam results) to the GMC; dealing with allegations of academic misconduct; or otherwise maintaining professional standards in psychiatry;
- for the **purposes of legitimate interests**, specifically, allowing us to provide examinations, including through remote / online platforms, through engaging reputable third-party service providers. If you would like to see a copy of our legitimate interests assessment, please contact us at dataprotection@rcpsych.ac.uk.

Conditions for processing special category data

We will process special category data where this is necessary in public interest for the purposes of equality and diversity monitoring or complying with our legal obligations in considering reasonable adjustments (where appropriate).

If you fail to provide us with personal information

If you fail to provide information when requested, which is necessary for us to allow you to sit our exams, we will not be able to allow you to sit our exams. For example, if you fail to provide

information requested in our online application form we will not be able to take your application further.

Right to withdraw consent and consequences of withdrawal

When you completed the online application form you provided your consent to us processing your personal information for the purposes of you taking our examinations. You have the right to withdraw your consent for processing for that purpose at any time. To withdraw your consent, please contact dataprotection@rcpsych.ac.uk. Once we have received notification that you have withdrawn your consent, we will no longer process your application and, subject to our retention policy, we will dispose of your personal data securely.

Withdrawing your consent does not affect the lawfulness of us having processed your personal data for any purpose set out in this Privacy Notice based on your consent before its withdrawal.

Once your consent is withdrawn, we may still be able to process your personal data for certain limited purposes which are not based on your consent, as detailed in this Privacy Notice.

Who do we share your information with?

We may share your personal data (including details of your exam results) with relevant parties, e.g. Deaneries, for legitimate purposes connected with your training.

We will also pass your personal data (including details of your exam results) to the General Medical Council (“GMC”) for quality assurance and research purposes in relation to medical education and to facilitate the awarding of certificates of completion of training (CCTs) in accordance with our legal obligations, including the Medical Act 1983, and the public interest. For further information as to how the GMC will use your personal data please click on the following link: <https://www.gmc-uk.org/privacy-and-cookies>.

We may also share your personal data (including details of your exam results) with NHS Trusts or other employers or sponsors.

We share your personal data with Pearson VUE and Fry IT Ltd who act as data processors in order to facilitate our remote/ online exams. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We may also share your personal data with other reputable services providers such as legal advisers, where it is necessary or appropriate to do so.

We may also need to share your personal information with a regulator, HMRC or to otherwise comply with the law.

Transferring your data outside the EU

We may transfer the personal information we collect about you outside the EU:

- where there is an adequacy decision by the European Commission in respect of that country. This means that the country to which we transfer your data is deemed to provide an adequate level of protection for your personal information;
- to the US, if a service provider has confirmed that it will comply with and maintain certification under the Privacy Shield Framework; or
- where we have ensured that there are other appropriate safeguards to protect your rights and freedoms with respect to your personal data.

If you wish to learn more about where we may transfer your personal data outside the EU and the safeguards we have in place, please contact us at dataprotection@rcpsych.ac.uk.

Automated decision-making

Automated decision-making takes place when an electronic system uses personal information to make a decision without human intervention. We may use automated decision-making in the following circumstances:

- with your explicit consent and where appropriate measures are in place to safeguard your rights.

We may carry out automated decision-making when:

- Marking your written exam answers as we may use a digital marking system when marking remote /online exams and hardcopy written exams. In each case we will use a computer programme to analyse your answers against those input by us when setting the exam. Your mark in the exam will therefore be determined by the computer's assessment of your key strokes and boxes clicked for the remote /online exams and the boxes you manually tick on the answer sheet for the hardcopy written exams. The computer's scoring of your exam will therefore reflect the answers input by us when setting the exam.
- We may use artificial intelligence (AI) techniques to perform enhanced ID authentication and a face-to-ID photo comparison. You will be asked to give your consent to the use of AI for such purposes prior to such technology being used during the registration process. If you do not wish to do so then we may be able to complete ID authentication through manual check-in procedures and we will inform you if this is the case.

The safeguards that are in place when we use automated decision-making are that you have the right:

- to request human intervention by us;
- to express your point of view in relation to the decision obtained through automated decision-making; and
- to obtain an explanation and contest the decision.

Data security

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and the Information Commissioner's Office (ICO) of a suspected breach where we are legally required or it is appropriate to do so.

How long is your information retained for?

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. To determine the appropriate retention period for personal data, we consider the

amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

We adhere to the timescales specified in the College's Record Retention Schedule.

If you wish to learn more about our retention periods, please contact us at dataprotection@rcpsych.ac.uk.

Your rights under the Data Protection Legislation

The Data Protection Legislation provides the following rights for individuals. These rights are (where applicable):

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling
- Right to withdraw your consent.

If you would like further information about your rights, please contact us at dataprotection@rcpsych.ac.uk.

Queries and complaints

If you have any queries about the process or how we handle your information, please contact us using the details at the bottom of this Privacy Notice.

The College takes any complaints we receive about the way in which we use personal data very seriously. We encourage people to bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate.

If you want to make a complaint about the way we have processed your personal information you can contact us using the details at the bottom of this Privacy Notice.

You can also complain to the Information Commissioner's Office directly:

<https://www.ico.org.uk/>

Information Commissioner's Office
Wycliffe House
Waterlane
Wilmslow
Cheshire SK9 5AF

Telephone: 0303 123 1113

Changes to the Privacy Notice

We keep the Privacy Notice relating to the IRS under regular review. This Privacy Notice was last updated in April 2019.

How to contact us

If you want to request information about the Privacy Notice, please email us at dataprotection@rcpsych.ac.uk or write to us at:

Data Protection Officer
Royal College of Psychiatrists
21 Prescott Street
London E1 8BB

Disclaimer

Please read our disclaimer at <https://www.rcpsych.ac.uk/disclaimer>.