

## **Privacy Notice – MedStart Students**

East Kent Hospitals University NHS Foundation Trust aims to provide you with quality work experience during your time with us. To do this, we must keep some records about you.

Our staff members undertake training to process your information correctly and protect your privacy. We aim to maintain high standards, adopt best practice for our record keeping and regularly check and report on how we are doing. Your information is never collected for direct marketing purposes, and is not sold on to third parties. Your information is not sent outside the United Kingdom or the European Union unless the recipient has same level of legal responsibility as we do.

Information is held for the periods of time recommended by the **Records Management Code of Practice for Health & Social Care 2016**.

Information collected about you is also used to assist with:

- Preparing statistics on our performance for the Department of Health and other regulatory bodies;
- Reporting and investigation of complaints, claims and untoward incidents and
- Reporting events to the appropriate authorities when we are required to do so by law.

The legal basis for processing data for these purposes is that the NHS is an official authority and it is in our legitimate interests to record the provision and management of learning opportunities for students with an interest in a medical career.

If we need to use your personal information for any reasons, we will discuss this with you. You have the right to ask us not to use your information. However, there are exceptions to this which are listed below:

- The public interest is thought to be of greater importance, for example:
  - If a serious crime has been committed;
  - If there are risks to the public or our staff or
  - To protect vulnerable children or adults
- We have a legal duty, for example:
  - Registering births;
  - Reporting some infectious diseases;
  - Reporting wounding by knives or firearms and
  - Court orders

## Individuals' Rights

Data Protection laws give individuals rights in respect of personal information that we hold about you. You have the right to:

- be informed why, where and how we use your information;
- ask for access to your information;
- ask for your information to be corrected if it is inaccurate or incomplete;
- ask for your information to be deleted or removed where there is no need for us to continue processing it;
- ask us to restrict the use of your information;
- ask us to copy or transfer your information from IT system to another in a safe and secure way, without impacting the quality of the information;
- object to how your information is used and
- challenge any decision made without human intervention (automated decision making).

Should you have any queries on the uses of your information, wish to exercise one or more of your rights or complain about our use of your information please direct your enquiry to our Data Protection Officer – via our website at [East Kent Hospitals University NHS Foundation Trust - Patients and visitors/](#) or using the contact details at the foot of this notice.

If you are unhappy with the outcome of your enquiry you can contact the regulator: The Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AD – Telephone: 01625 545700.