

DATA PROTECTION NOTICE

The Northern Ireland Medical and Dental Training Agency has an obligation to collect and keep data in order to perform its statutory functions. It has taken steps to comply with the Data Protection Act 1998, which came into effect on 1 March 2000 and appropriate measures have been put in place to ensure the safety and integrity of the data we hold about you.

On appointment to the Deanery, we will hold personal data about you, in hard copy form and on computer. You are invited to submit updated details as we continually strive to maintain the accuracy of our records.

Within the Deanery, we intend to process this data for the following primary purpose:

- The administration of postgraduate medical training schemes, programmes and for educational purposes;
- To send you information on educational support services provided by or related to the Deanery or your training programme;
- To provide you with information about events organised for the benefit of doctors in training;
- To establish your participation in research activities to support educational, professional development and workforce planning initiatives;
- Statistical profiling of sensitive data, including that relating to health issues and racial origin, where we consider it ethically appropriate;
- To provide you with information about health and safety issues;
- To provide you with information we think will be of interest to you.

We may share information with organisations and others who are our partners. We, or they may use mail, telephone, fax, e-mail, circular, notice board or via local educational and organisation structures to contact you. You have the right to see certain records that we hold about you and have the right to ask for a copy of your information (for which we have the right to charge a small fee, currently £10.00) and to correct any inaccuracies.

We may keep your information for a reasonable period so we can contact you about developments as they relate to the continuing work of the Deanery. If you have any concerns about the information in this notice, please contact the Deanery; otherwise we will assume you are in agreement with the content.