



Privacy Notice for the collection of personal data relating to the catalogue project on the learning hub

1. Our contact details

Academy of Medical Royal Colleges, 10 Dallington Street, London,
researchhub@aomrc.org.uk

2. The type of information we collect on the submission form for the catalogue

We will collect and process the following information for users who submit the form to list catalogue content.

- Personal information in the form of:
 - First name, last name
 - email address
 - job role
 - Region of work
 - Optional: Providing wording or an upload of relevant documents for listing on the catalogue.

We use this information for the following purposes:

1. Contact details will only be used by people directly involved in the management and administration of the learning hub for purposes relating to the management/administration of the hub. We will not share personal details with third parties or any other stakeholders without permission.

2. Users' personal details (name/email address/location/trust) will be held securely within Jotform's platform. This data is only accessible to the WE-R NHS catalogue manager.
3. Any document uploads or wording given on the Jotform submission form are used to populate the catalogue with the full details of the content. Uploaded documents are held with your full form submission as a record of for three years on the Jotform platform. Your entire submission will be deleted from the Jotform database after three years along with your personal data. If approved for listing on the catalogue, the wording/documents will be visible on the learning hub for all viewers for an unspecified period of time. If you wish to remove your content from the catalogue, please email researchhub@aomrc.org.uk with your request.
4. Users of the catalogue who wish to contact authors of content can email the catalogue manager to request that information. If the content author has given this permission when submitting the form, the catalogue manager will pass on their contact details to the enquirer. Authors have the right to withdraw this permission by contacting researchhub@aomrc.org.uk.
5. We use the job role and region details that are provided to us to:
 - 4.1. Provide reporting information on the types of users who are submitting content to the catalogue. This information is anonymised in reporting.
 - 4.2. Provide reporting on submitters roles and regions to the catalogue sponsors. This will inform knowledge on whether communications about the catalogue are reaching a diverse target audience across the NHS with regards to submitting and identifying key content on the catalogue.
 - 4.3. Help us to use our reporting to inform continuous improvement of communications to ensure we are reaching a diverse audience of potential catalogue content providers. This anonymised report will be shared with key stakeholders: NEWRES group at NHSE and the TEL team at NHS England.
6. There is a separate and optional Opt In field on the submission form for users to receive email updates on the catalogue and to receive notifications when submissions open/close to the catalogue. These emails are outside of the scope of the operational submission process described in points 1-4 on this notice. Emails will be sent at regular intervals to update anyone interested in the catalogue on the following topics:
 - 5.1. Updates on new content,
 - 5.2. updates to the opening and closing of the submission form
 - 5.3. sharing of useful content from the catalogue or related topics

7. Consent

By filling in the catalogue submission form you are giving consent for your data to be

used in the ways listed above. You can remove consent at any time by emailing the catalogue owner at researchhub@aomrc.org.uk. You can also unsubscribe for the email updates on the catalogue by clicking the unsubscribe button on the emails or indicating on the submission form that you are removing consent. Please note, if you unsubscribe via the link in the email and later change your mind, you will need to resubscribe manually by emailing researchhub@aomrc.org.uk and you will be sent a link to add your name to the mailing list again.

We are processing your data under 'legitimate interest' which means that we have a basis for requiring your data to achieve our aims of listing items in our catalogue and for contacting you about your submission. As data controllers the AoMRC benefit from this approach by having clear business processes on how we organise our work on the catalogue. The individual submitting their data benefits by having clear communications about the outcome of their submission. Your data will not be used for any other purpose other than those outlined in this policy and your personal data will not be shared with anyone other than the data processor at the Academy of Medical Royal Colleges and key stakeholders at NHSE.

8. How we store your information

Information that you submit via the submission form is securely stored on Jotform's servers. Jotform is compliant with GDPR and is protected across 256 bit SSL (Secure Socket Layer) connection that uses a SHA256 Certificate. [You can read more about jotform's security and compliance on their website.](#)

Once your content has been listed or rejected from our catalogue, we will keep your submission information for a period of 3 years on the Jotform platform's secure database. We keep this data in order to report on types of submissions received as part of our reporting to monitor catalogue performance. After 3 years, we will delete the original Jotform submission data and it will no longer be held on Jotform's servers but your content will remain on the catalogue on the NHS learning hub indefinitely, see point 3.

9. Emails from our Mailchimp Mailing System

If you opt in to receive email updates on our catalogue, your name and email address details are shared through an integration of Jotform an online email platform (Mailchimp) and your data is controlled by the AoMRC within the Mailchimp platform. Mailchimp is encrypted with TLS 1.2 or higher and has ISO 27001 Certification. [You can read more about Mailchimp's security protocols here.](#)

If you would like to opt out of the emails sent from Mailchimp, you can click on the 'unsubscribe' link in any of the emails you receive at any time. This results in your email address being archived which means it will no longer receive emails from this mailing list.

10. Emails from our Jotform mailing system

As data controllers the AoMRC have a clear business process around emailing users on the outcome of their submissions via Jotform's platform. We will inform you if your content is listed. We will inform you if your content is deemed unsuitable for listing. We will inform you if we need further information to list your content. If you ask for your submission data to be deleted, it will be deleted from the database on Jotform via an archive process which keeps the data for 30 days before permanently deleting it from the platform¹. You can email us on researchhub@aomrc.org.uk to request this action. You can also email researchhub@aomrc.org.uk if you would like to delete any content from the catalogue on the learning hub that you have submitted, this will be actioned within 30 days as indicated in this notice.

11. Your data protection rights

Under data protection law, you have rights including:

- Your right of access - You have the right to ask us for copies of your personal information.
- Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.
- Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.
- Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.
- You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at researchhub@aomrc.org.uk if you wish to make a request.

End of data protection notice

¹ Please note that each submission you make is an individual entry to the form, we will ask you to clarify whether you would like to delete one entry, or all entries under your name from the Jotform platform.