


UHL Apprenticeship and Development Centre Privacy Policy

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Document Amendment and Review Log

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December 2023	V3.2 Appendix 1 Privacy Notice and branding update	13/12/2024	JS
September 2025	V4 Policy refresh	30/09/2025	JG

1. Rationale

The policy holds details of what information the Centre holds about you. The policy does not supersede the UHL Policies. The Centre has no independent access to CCTV and is bound by the Trusts GDPR and IT Use policies. The policy covers learner information, GDPR (Appendix 1), CCTV, (Appendix 2), Pictures and Videos (Appendix 3 and 4) Privacy notice changes

2. Privacy Notice Changes

Privacy Notices are regularly reviewed. This is to make sure that we continue to meet the highest standards and to protect your privacy. We reserve the right at all times to update, modify or amend this Notice. We suggest that you review this Privacy Policy (appendix 1) from time to time to ensure you are aware of any changes we may have made, however, we will not significantly change how we use information you have already given to us without your prior agreement.

Appendix 1

UHL Apprenticeship and Development Centre Privacy Notice

For the purpose of applicable data protection legislation (including but not limited to the General Data Protection Regulation (Regulation (EU) 2016/679) (the "GDPR"), superseded and now known as "UK GDPR" and the Data Protection Act 2018. University Hospitals of Leicester NHS Trust is a registered "Data Controller", Information Commissioner Office (ICO) registration number Z7882087. We collect and process personal information about you as a learner. This notice explains how we use and share your information. Information may be collected in the following formats - paper, online, telephone, email, CCTV or by a member of our staff, or one of our partners.

We will continually review and update this privacy notice to reflect changes in our services and feedback from service users, as well as to comply with changes in the law. When such changes occur, we will revise the "last updated" date as documented in the version control section.

This Notice explains:

- Who we are, how we use your information and who our Data Protection Officer (DPO) is
- What kinds of personal information about you we process
- What the legal grounds for our processing of your personal information are (including when we share it with others)
- What you should do if your personal information changes

- How long do we retain your personal information?
- What your rights under data protection law are

Why we collect information about you

We need information about you so that we can give you the best possible service. When you encounter the training service provided at University Hospitals of Leicester NHS Trust, you will be asked to provide details about yourself. This information will help us provide the following:

- Deliver high quality teaching and learning services
- Confirm your identity to ensure that we have accurate, up to date information to provide the best possible learning solutions for you.
- Support the provision of joined up services that meet your education needs.
- Plan, manage and work out what support services are needed where and when
- Enable the hospital to be paid for your education through the apprenticeship levy or your employer
- Support audits of NHS, OFSTED, DfE or partner services and accounts
- Contribute to national NHS statistics.

We may not be able to provide you with a service unless we have enough information about you.

For processing to be lawful under the General Data Protection Regulation (GDPR) we need to identify a legal basis before we can process personal data. These are often referred to as the 'lawful basis for processing'. The identified legal basis for University Hospitals of Leicester NHS Trust to process data is:

'6(1)(e) – Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.'

What information we collect about you

What are the different types of data?

According to the General Data Protection Regulation, personal data means any information relating to an identified or identifiable natural person. An identifiable person may be someone who can be identified directly or indirectly.

Sensitive Personal Data relates to information concerning a data subject's racial or ethnic origin, political opinions, religious beliefs, trade union activities, physical or mental health, sexual life or details of criminal offences.

Pseudonymised data takes the most identifying fields within a database and replaces them with artificial identifiers or pseudonyms. For example, a name is replaced with

a unique number. Pseudonymised data is not the same as anonymised data. When data has been pseudonymised it still retains a level of details in the replaced data that should allow tracking back of the data to its original state.

Anonymisation is the process of turning data into a form which does not identify individuals and where identification is not likely to take place. This allows for a much wider use of the information as it changes it from personal data to statistical data. Where possible, University Hospitals of Leicester NHS Trust uses and shares anonymised data instead of identifiable data to protect the confidentiality of the subjects involved while still being able to plan services.

What we collect and why we use it:

Personal demographic details including your name, address, date of birth, and phone number for:

- Identifying you, to ensure we have the right person
- Planning our services in the local area
- To contact you regarding evaluation, next step learning and feedback via email (you can opt out of this if you like by contacting us, following opt out instructions in the message or informing staff when you attend the Centre). We are obliged to collect feedback to support the development of learners, and we share this feedback nationally but all details that identify you are removed before sharing.

Sensitive information: health data and diagnostic data for:

- This information is taken so that we can offer you the best learning experience available and tailor it to your needs. It is kept securely and only those with a need to see it are allowed access.
- We may share anonymised information regarding your health with other agencies and organisations. This work is completed in accordance with Data Protection law.

Closed Circuit Television (CCTV) /surveillance

We have installed CCTV systems in some of our premises that are used by members of the public, for the purposes of public and staff safety and crime prevention and detection. CCTV is also installed on the outside of some of our buildings for the purposes of monitoring building security and crime prevention and detection.

Images captured by CCTV will not be kept for longer than necessary. However, on occasions there may be a need to keep images for longer, or the use of covert cameras for a short duration for example where a crime is being investigated. We operate CCTV and disclose to relevant agencies, such as the Police, in accordance with the codes of practice and safeguards issued by the Information Commissioner.

How long will we store your information?

We are required under UK law to keep your information and data for the full retention periods as specified by the NHS Records Management Code of Practice for Health and Social Care and national archives requirements. More information on records retention can be found online at <https://digital.nhs.uk/data-and-information/looking-after-information/data-security-and-information-governance/codes-of-practice-for-handling-information-in-health-and-care/records-management-code-of-practice-for-health-and-social-care-2016>

Why we collect information about ethnicity

Every NHS training provider organisation must collect information on the ethnic origins of its learners. You will be asked to select the group which best describes the ethnic group you belong to. We only use it to make sure our services meet the needs of all members of the community. You don't have to give us information about your ethnic origin if you do not want to.

How we use your information

We will use the information you provide in a manner that conforms to the General Data Protection Regulation and which is supported by the Data Protection Act 2018. We will endeavor to keep your information accurate and up to date and not keep it for longer than is necessary.

We will process your information for the following purposes:

- Staff teaching and assessing you have accurate and up to date information to help them decide the best possible training pathway and progression milestones for you
- We can contact you in relation to your current and future education and training needs
- Information is available should you need further support or guidance
- There is a good basis for looking back and assessing the type and quality of training and education you have received
- Your concerns can be properly investigated should you need to complain

How your information is used for other purposes

In addition to supporting the care you receive; your information may also be used to help us:

- Review the education service we provide to ensure it is of the highest standard
- Teach and train health care professionals
- Conduct audits to assess and improve the effectiveness of our services
- Investigate complaints, legal claims or untoward incidents
- Make sure our services can meet learner needs in the future

- Prepare statistics on NHS performance
- Ensure services meet the needs of local communities
- Monitor the way public money and Apprenticeship levy is spent.

If you do not want certain information recorded or shared with others, please talk to the person in charge of your learning. There are however some aspects of your education programme which we are obliged to record.

Is any information transferred outside the European Economic Area

We do not transfer any personal information to countries outside the EEA.

How we protect your information

We understand the personal and sensitive nature of your information. In addition to the General Data Protection Regulation (GDPR) and Data Protection Act 2018 (DPA18) everyone working for the NHS is subject to the Common Law Duty of Confidence. Staff are required to protect your information under the NHS Confidentiality Code of Conduct and must inform you how your information will be used and allow you to decide if and how your information can be shared.

We may use external companies to process personal information such as for archiving or destruction of data. These organisations will be bound by contractual agreement to ensure information is kept confidential and secure in compliance with GDPR/DPA18.

Who else might see your information

You may be receiving education and development from other people as well as the NHS so we may be required to share your information with them for example with:

- Other healthcare professionals e.g., doctors, nurses, ambulance services
- Partner organisations who contribute to your learning e.g., social services, care homes, other NHS organisations
- Other services e.g., OFSTED, DfE, External Verifiers, Awarding Bodies, complaints, auditing, research purposes etc. (anonymised/pseudonymised or your consent will be sought).

We may also need to share your information for other purposes for example with (please note this list is not exhaustive):

- Carers/guardians with parental responsibilities
- Carers/guardians without parental responsibility (subject to explicit consent, unless data is anonymous)
- Disclosure to NHS managers and the Department of Health for the purposes of planning, commissioning, managing and auditing healthcare services
- Disclosure to bodies with statutory investigative powers – e.g., the Care Quality

- Commission, the GMC, the Audit Commission, the Health Service Ombudsman
- Disclosure, where necessary and appropriate, to non-statutory investigations – e.g., Members of Parliament
 - Disclosure, where necessary and appropriate, to government departments other than the Department of Health
 - Disclosure to solicitors, to the police, to the courts (including a Coroner's court), and to tribunals and enquiries
 - Disclosure to the media (the minimum necessary disclosure subject to explicit consent).

We may therefore need to share your information with these individuals to ensure the best possible service is provided. We will only ever pass information about you if they have a genuine need for it, on a need-to-know basis, if there is a court order, there is a statutory power to share data, or we have your consent. We will not disclose your information to a third party unless there are exceptional circumstances, such as when the health and safety of others is at risk or if the law requires us to pass on such information.

Information sharing in the NHS

Information sharing can help to improve the quality of service, but it must be governed by the legal and ethical framework that protects the interests of service users. The Trust co-ordinates the sharing of information through the use of official Information Sharing Agreements to ensure that data is handled in accordance with the framework. This framework ensures that the responsibilities of the owner of the data (Controller) and the party processing the data (Processor) are set out, what will happen in the event of a confidentiality breach and who takes responsibility for this.

Learner control of information

You may want to prevent confidential information about you from being shared or used for any purpose other than providing your education. You have a right to opt out of the NHS or other organisations using your information. If you wish to do this, please contact the Trust via the contact details highlighted below:

Data Protection Officer (DPO) Mr Saiful Choudhury

Contact DPO via direct line; **Email:** saiful.choudhury@nhs.net

Post: UHL
Privacy Unit
G60 - County
Hall Glenfield

Leicester

LE3 8RA We do however need to remind you that we may not be able to provide you with a service or be able to undertake the appropriate education needed unless we have enough information about you, or your permission to use that information.

Your rights

Correcting inaccurate information

We have a duty to ensure your information is accurate and up to date to make certain we have the correct contact and details about you. If your information is not accurate and up-to-date, you can ask us to correct the record. If we agree that the information is inaccurate or incomplete, it will be corrected. If we do not agree that the information is inaccurate, we will ensure that a note is made in the record of the point you have drawn to the organisation's attention. If you wish to have any inaccurate information altered, please email

uhl-tr.apprenticeships@nhs.net

Accessing your information held by University Hospitals of Leicester NHS

Foundation Trust You have the right to see or be given a copy of personal data held about you. To gain access to your information you will need to make a Subject Access Request (SAR) to the Trust. Requests should be addressed to the Trust's Privacy Unit uhl-tr.infogov@nhs.net and we will aim to respond to your request within one month from receipt of your request.

Freedom of Information Requests (FOI)

The Freedom of Information Act (2000) gives every Individual the right to request information held by the Trust. Your request for information must be made in writing and you are entitled to a response within 20 working days. For more details on submitting a Freedom of Information request please click

<http://www.leicestershospitals.nhs.uk/aboutus/freedom-of-information/>

Your Data Matters

Further information is available at www.nhs.uk/your-nhs-data-matters

Complaints

Although we work hard to offer high standards of service, things can sometimes go wrong. Should this happen, we will do all that we can to put things right for you and to make sure that the same thing does not happen again. If you would like to know more information on complaints or wish to make a complaint, please email uhl-tr.apprenticeships@nhs.net for a copy of the Centre's complaint procedures.

Should you have any concerns about how your information is to be used having read this Privacy Notice, you wish to request the notice in another accessible format or if you do not wish your information to be shared by University Hospitals of Leicester NHS Foundation Trust then please contact the Trust here:

<http://www.leicestershospitals.nhs.uk/patients/patient-welfare/patient-information-and-liaison-service/> or email: pils@uhl-tr.nhs.uk

There may be circumstances where we are legally obliged to share your personal data with other third parties, for reasons such as safeguarding purposes or a court order. In such cases you will not be able to opt out of data sharing.

If you are not happy with our responses and have exhausted all the avenues in the University Hospitals of Leicester NHS Trust's process and wish to take your complaint to an independent body, you can do this by contacting the Information Commissioner's Office. Contact details can be found below.

Contact information and further advice

If you would like to know more about how we use your information, require information in any accessible format or language or if (for any reason) you do not wish to have your information used in any of the ways described, please contact:

<p><u>Data Protection Officer (DPO)</u> Mr Saiful Choudhury County Hall Glenfield Leicestershire LE3 8RA</p>	<p><u>Deputy Head of Privacy</u> Hannah Rose County Hall Glenfield Leicestershire LE3 8RA</p>
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For independent advice about data protection, privacy and data-sharing issues you can contact the

Information Commissioner:

The Information
Commissioner Wycliffe
House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Telephone number 0845 306 060 or 01625 545 745
Website: www.ico.org.uk

ILR Privacy Notice 2025 to 2026 version 1: April 2025

This privacy notice is issued on behalf of the Secretary of State for the Department of

Education (DfE) to inform learners about the Individualised Learner Record (ILR) and how their personal information is used in the ILR. Your personal information is used by the DfE to exercise our functions under article 6(1)(e) of the UK GDPR and to meet our statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009. Our lawful basis for using your special category personal data is covered under Substantial Public Interest based in law (Article 9(2)(g)) of UK GDPR legislation. This processing is under Section 54 of the Further and Higher Education Act (1992).

The ILR collects data about learners and learning undertaken. Publicly funded colleges, training organisations, local authorities, and employers (FE providers) must collect and return the data each year under the terms of a funding agreement, contract or grant agreement. It helps ensure that public money is being spent in line with government targets. It is also used for education, training, employment, and well-being purposes, including research.

We retain your ILR learner data for 20 years for operational purposes (e.g. to fund your learning and to publish official statistics). Your personal data is then retained in our research databases until you are aged 80 years so that it can be used for long-term research purposes. For more information about the ILR and the data collected, please see the ILR specification at <https://www.gov.uk/government/collections/individualised-learner-record-ilr>

ILR data is shared with third parties where it complies with DfE data sharing procedures and where the law allows it. The DfE and the English European Social Fund (ESF) Managing Authority (or agents acting on their behalf) may contact learners to carry out research and evaluation to inform the effectiveness of training.

For more information about how your personal data is used and your individual rights, please see the DfE Personal Information Charter (<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>) and the DfE Privacy Notice (<https://www.gov.uk/government/publications/privacy-notice-for-key-stage-5-and-adult-education>)

If you would like to get in touch with us or request a copy of the personal information DfE holds about you, you can contact the DfE in the following ways:

- Using our online contact form [https://form.education.gov.uk/service/Contact the Department for Education](https://form.education.gov.uk/service/Contact%20the%20Department%20for%20Education)
- By telephoning the DfE Helpline on 0370 000 2288
- Or in writing to: Data Protection Officer, Department for Education (B2.28), 7 & 8 Wellington Place, Wellington Street, Leeds, LS1 4AW

If you are unhappy with how we have used your personal data, you can complain to the Information Commissioner's Office (ICO) at:
 Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. You can also call their helpline on 0303 123 1113 or visit <https://www.ico.org.uk>

Other Privacy Notices you need to be aware of linked to your learning are:

Individual Learner Record	https://guidance.submit-learner-data.service.gov.uk/24-25/ilr/ilrprivacynotice
Learning Record Service	https://www.gov.uk/government/publications/lrs-privacy-notices/lrs-privacy-notice
Pearson End Point Assessment	https://www.pearson.com/corporate/privacy-notice.html
Leicester College	https://leicestercollege.ac.uk/about/data-protection-2/website-privacy-notice/
De Montfort University	https://www.dmu.ac.uk/policies/data-protection/data-protection.aspx

Appendix 2

Privacy Notice CCTV

1. What Information do we hold about you?

- 1.1 We carry out CCTV recording across the three different sites at University Hospitals Leicester. The Trust is registered with the Information Commissioner's Office (ICO) for this purpose.
- 1.2 CCTV covers some interiors and exteriors of UHL buildings. If you attend, visit or work at the Trust, UHL may record moving images of you. As the Centre is part of the Trust this means that as you enter and move about the Centre UHL may record moving images of you.

2. Why do we collect this information?

UHL have installed CCTV and make recordings in order to enable us to keep patients, staff and visitors safe, to help investigate and provide evidence for any incidents including health and safety incidents, and crime prevention and detection. The Trust owns the CCTV. The Centre works for the Trust and therefore is bound by its policy and practices on CCTV.

3. Who might we share your information with?

- 3.1 UHL will keep this information about you confidential. The Centre has no access to CCTV output.
- 3.2 UHL may be asked to share data with other third parties where there is a lawful reason for their request. These may include: the police, social services, legal firms acting on your or the Trust's behalf, insurance companies acting on your or the Centre's behalf, or other government agencies.
- 3.3 We will not share your details with any other third party including commercial companies without your consent to do so.

4. What do we do with your information?

- 4.1 The Trust collects this information which is held on the CCTV system.

- 4.2 The CCTV may be viewed by UHL security staff and in the event of an accident or other incident may be viewed by other members of the Trust's staff as relevant.
- 4.3 The Trust operates the CCTV and discloses to relevant agencies, such as the Police, in accordance with the codes of practice and safeguards issued by the Information Commissioner.

5. How do we protect your data?

- 5.1 The Trust takes the security of your data seriously and has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed inappropriately.
- 5.2 Where third parties are engaged to process personal data on the Trust's behalf, this is done so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

6. How long is this information about you kept?

- 6.1 Images captured by CCTV will not be kept for longer than necessary by the Trust. However, on occasions there may be a need to keep images for longer, or the use of covert cameras for a short duration for example where a crime is being investigated. We operate CCTV and disclose to relevant agencies, such as the Police, in accordance with the codes of practice and safeguards issued by the Information Commissioner. Information recorded on CCTV is typically kept by the Trust for 28 days after which time it is deleted.
- 6.2 Where recordings are requested or required to provide evidence of incidents, the relevant section of recording will be downloaded and stored on UHL servers. These recordings will be kept in line with the Trust's records retention guidelines.

7. How can I access the information you hold about me?

- 7.1 Individuals whose information is recorded have a right to be provided with that information or to view that information. The rights of other individuals will always be taken into account.
- 7.2 You can make a request by asking or contacting the security team at UHL in the first instance.

8. What are my rights?

- 8.1 Subject access requests:
The General Data Protection Regulation (GDPR) grants you the right to access particular personal data that we hold about you.
- 8.2 Right to rectification:
You have the right to obtain from the Trust, without undue delay, the rectification of inaccurate personal data we hold concerning you. Taking into account the purposes of the processing, you have the right to have incomplete personal data completed, including by means of providing a supplementary statement.
- 8.3 Right to erasure:
You have the right to obtain from us the erasure of personal data concerning you without undue delay.
- 8.4 Right to restriction of processing:
Subject to exemptions, you have the right to obtain from us restriction of processing where one of the following applies:
- The accuracy of the personal data is contested by you and is restricted until the accuracy of the data has been verified
 - The processing is unlawful and you oppose the erasure of the personal data and instead request the restriction in its use
 - We no longer need the personal data for the purposes of processing, but it is required by you for the establishment, exercise or defence of legal claims
 - You have objected to processing of your personal data pending the verification of whether there are legitimate grounds for us to override these objections.
- 8.5 Notification obligation regarding rectification or erasure of personal data or restriction of processing:
UHL shall communicate any rectification or erasure of personal data or restriction of processing as described above to each recipient to whom the personal data has been disclosed, unless this proves impossible or involves disproportionate effort. UHL shall provide you with information about those recipients if you request it. The Centre does not have access to this information and learners and visitors should contact UHL direct.
- 8.6 Right to data portability:
You have the right to receive your personal data, which you have provided to us, in a structured, commonly used and machine-readable format and have the right to transmit this data to another controller, without hindrance from us.
- 8.7 Right to object:

You have the right to object, on grounds relating to your particular situation, at any time to the processing of personal data concerning you, including any personal profiling; unless this relates to processing that is necessary for the performance of a task carried out in the public interest or an exercise of official authority vested in us. We shall no longer process the personal data unless we can demonstrate compelling legitimate grounds for the processing, which override the interests, rights and freedoms of you or for the establishment exercise or defence of legal claims.

8.8 Right to not be subject to decisions based solely on automated processing:
We do not carry out any automated processing leading to an automated decision based on your personal data.

8.9 Accuracy of information:
In order to provide the highest level of customer service possible, we need to keep accurate personal data about you. We take reasonable steps to ensure that accuracy of any personal data or sensitive information we obtain. We ensure that the source of any personal data or sensitive information is clear and we carefully consider any challenges to the accuracy of the information. We also consider when it is necessary to update the information, such as name or address changes and you can help us by informing us of these changes when they occur.

9. Who can I contact if I have any questions or concerns?

9.1 If you have any questions or queries which are not answered by this Privacy Notice, or have any potential concerns about how we may use the personal data we hold, please write to:

Mr Saiful Choudhury

Contact DPO via Patient Information and Liaison Service (PILS):

Freephone: 08081 788337, Opening times are Monday to Friday 10am to 4pm (however if you leave a message you will be contacted the following working day)

Email: <https://www.gov.uk/government/publications/lrs-privacy-notices/lrs-privacy-notice>

Online: Contact form

Post: Patient Information and Liaison Service

The Firs
C/O Glenfield Hospital
Grobby Road
Leicester
LE3 9QP

- 9.2 If your complaint is not resolved to your satisfaction and you wish to make a formal complaint to the Information Commissioner's Office (ICO), you can contact them on 01625 545745 or 0303 123 1113. You also have the right to judicial remedy against a legally binding decision of the ICO where you consider that your rights under this regulation have been infringed as a result of the processing of your personal data. You have the right to appoint a third party to lodge the complaint on your behalf and exercise your right to seek compensation

10. Privacy notice changes

This Privacy Notice is regularly reviewed. This is to make sure that we continue to meet the highest standards and to protect your privacy. We reserve the right at all times, to update, modify or amend this Notice. We suggest that you review this Privacy Notice from time to time to ensure you are aware of any changes we may have made, however, we will not significantly change how we use information you have already given to us without your prior agreement.

Appendix 3

Photography Privacy Notice

1. Overview of the Photography Privacy Notice

This photography privacy notice describes how the University Hospitals of Leicester Apprenticeship and Development Centre protects and makes use of any photos which you give to the Centre or allow the Centre to take of you. If you provide a photo or allow your photography to be taken, it will only be used in the ways described in this Privacy Notice unless you ask the Centre to cease using it.

2. What information do we hold about you?

We may take photos of visitors to our events in order to promote the Centre and provide information about services from the Centre.

3. Information we collect from you

As well as taking photos we may also collect the following information to caption photos:

- Name
- Job title
- Other information relevant to events.

4. Why do we collect this information?

We may take, store and use photos specifically:

- To promote the Centre and highlight the services we offer
- To celebrate achievements e.g. at graduation ceremonies
- For our own internal records
- As part of a case study you may supply a photo
- To improve the services we provide.

5. Data Protection

We take our responsibility for looking after information seriously. More details about this are available in our Data Protection Policy.

6. What do we do with your information?

When we take photography of you specifically we will ask your permission and ask you to complete a form (appendix D) allowing you to choose to:

- Give the Centre permission to use your image in print and/or online.
- NB: Photos which are published online may then be used or shared, without our permission, by visitors to our website or other channels, such as Facebook, Instagram and Twitter.

If you have agreed that we can use your image you can change your mind easily, via one of the following methods:

- Complete the Withdrawal of Consent Form (appendix E)
- Send an email to uhl-tr.apprenticeships@nhs.net with the same information as in appendix E
- Write to us at Learning and Development, Ground Floor, Knighton Street Offices, Leicester Royal Infirmary Campus, Infirmary Way, Leicester LE1 5WW with the same information as appendix E.

We will never lease, distribute or sell your personal information to third parties unless we have your permission or the law requires us to.

Any personal information we hold about you is stored and processed under our Data Protection Policy in line with the Data Protection legislation.

7. How long do we keep this information about you?

We keep photography and associated details for five years.

8. What are my rights?

You can ask us for details about any information we have about you at any time. You have the right to be given this information without undue delay and if any information is inaccurate or missing ask for it to be corrected.

You can at any point ask us to delete information we hold about you.

You can ask us to stop using your information and data if one of the following applies:

- You don't believe that the information we have about you is correct and you want us to stop using your data until the information has been corrected
- You believe that we have processed information about you unlawfully and want us to stop processing your details, rather than us deleting it
- We no longer need the data but you might need it for legal reasons

- You have already asked us not to use your data but we are waiting for a third party to decide whether we have to stop using it or not.

If we make any amends to, or delete data we will do our best to let you know, unless this is impossible or involves disproportionate effort.

If we pass your information to other organisations under agreements we have as a Centre we will let you know if you ask us for this information.

Even if you ask us to stop processing information about you there may be times when we will still use data about you, for example when it is in the public interest or we have to use the information as an official authority however at this point we will not be using pictures as you have withdrawn permission.

Appendix 4

Permission to use Images in Print and On-line Form

I [add name] give permission/do not give permission (delete as appropriate) to use my image in print and/or online. Pictures may be taken at events or during the learning journey.

I understand that photos which are published online may then be used, without the Centres permission, or shared by visitors to our website or other channels, such as Facebook, Instagram and Twitter.

I understand that my image may be used to:

- Promote the Centre and highlight the services we offer
- To celebrate your achievement e.g. graduation ceremony
- As part of a case study
- For our own internal records
- To improve the services we provide.

I understand that I can withdraw permission to use my image at any time and would contact the Centre to activate this.

Name

Date

Course

Clinical area

Contact details

For Office Use Only:

Approval given?

Records updated by on / /

Appendix 5

Withdrawal of Permission to use Images in Print and On-line Form

I [add name] wish to withdraw permission to use my image in print and/or online.

I understand that photos which are published online may be used or shared by visitors to websites or other channels, such as Facebook, Instagram and Twitter and that master copies, and known published copies, will be removed by the Centre at the earliest opportunity – ideally within 14 days.

I am aware that the Centre will confirm to the last known contact address/email when known copies have been destroyed however should I happen across one in the normal course of duties I will update them to enable them to remove that also, providing it is on a Trust website or in Trust literature.

I am aware that the Centre has no ability to remove pictures from websites that have copied without permission my photo(s) from the Trust site and literature and I must take these up with the companies independently.

Name

Date

Course

Clinical / Corporate area

Contact details

For Office Use Only:

Images Found?

Images Removed?

Learner Updated on / / by