

September 2024

Privacy notice for Doctors Chambers Practitioners / Experts

This privacy notice tells you what to expect Doctors Chambers ('we' or 'us') to do with your personal information when you carry out an engagement for Us. We act as the Data Controller of the information we process about you for the purposes of your engagement with us.

Contact details

If you have any questions about this Privacy Notice please email: data.protection@doctorschambers.com

1. What information we collect and use, and why

Category of personal data	Purpose of Processing	Lawful basis of processing	Retention Period
Contact details (eg name, address, telephone number, personal address, business address, email address)	Due diligence Payment processing Stored on reports that you provide	<ul style="list-style-type: none">• Contract• Legal obligation	15 years from the later of (i) termination of Our contract with you and (ii) any investigation, claim or complaint concerning you is concluded
Date of birth	Due diligence	<ul style="list-style-type: none">• Contract• Legal obligation	15 years from the later of (i) termination of Our contract with you and (ii) any investigation, claim or complaint concerning you is concluded

DBS check information to include criminal conviction data	Due diligence	<ul style="list-style-type: none"> • Contract • Legal obligation • Social protection • Exercise or defence of legal claims 	15 years from the later of (i) termination of Our contract with you and (ii) any investigation, claim or complaint concerning you is concluded
Passport / Driving licence	Due diligence	<ul style="list-style-type: none"> • Contract • Legal obligation • Social protection • Exercise or defence of legal claims 	15 years from the later of (i) termination of Our contract with you and (ii) any investigation, claim or complaint concerning you is concluded
CV / employment history	Due diligence	<ul style="list-style-type: none"> • Contract • Legal obligation • Social protection 	15 years from the later of (i) termination of Our contract with you and (ii) any investigation, claim or complaint concerning you is concluded
Qualification/ accreditation certificates	Due diligence	<ul style="list-style-type: none"> • Contract 	15 years from the later of (i) termination of Our contract with you and (ii) any investigation, claim or complaint concerning you is concluded
Indemnity insurance	Due diligence	<ul style="list-style-type: none"> • Contract 	15 years from the later of (i) termination of Our contract with you and (ii) any investigation, claim or complaint concerning you is concluded
ICO Certificate	Due diligence	<ul style="list-style-type: none"> • Contract 	15 years from the later of (i) termination of Our contract with you and (ii) any investigation, claim or complaint concerning you is concluded

Performance records	To review performance of the services	<ul style="list-style-type: none"> Contract 	15 years from the later of (i) termination of Our contract with you and (ii) any investigation, claim or complaint concerning you is concluded
Bank details	Payment processing	<ul style="list-style-type: none"> Contract 	7 years starting from the end of the financial year in which the last financial transaction involving your details took place
VAT registration number	Payment processing	<ul style="list-style-type: none"> Contract 	7 years starting from the end of the financial year in which the last financial transaction involving your details took place
Tax status	Payment processing	<ul style="list-style-type: none"> Contract 	7 years starting from the end of the financial year in which the last financial transaction involving your details took place
Screenshot during remote interview (Medco Instructions)	To Evidence Interview	<ul style="list-style-type: none"> Exercise or defence of legal claims 	15 years from the later of (i) termination of Our contract with you and (ii) any investigation, claim or complaint concerning you is concluded

2. Where we get your personal information from

We collect your information from you directly or it will be generated in the course of you providing the services.

3. Who we share information with

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We use third party providers to store / host your personal information. These third parties act as our Data Processors. These Data Processors process your personal data within the UK and the EEA.

We may share your personal information with other third parties where we have a legal obligation to do so. For example, where a regulatory body or an insurer requests your information.

We shall share your name with patients prior to a consultation taking place.

We shall share redacted copies of your CV with instructing parties for their consideration. In these circumstances your CV will not contain your name or contact details.

4. 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 data.

Your right to rectification - You have the right to ask us to rectify personal data 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 data in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal data in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal data in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal data you gave us to another organisation, or to you, in certain circumstances.

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Your right to withdraw consent – When we use consent as our lawful basis you have the right to withdraw your consent.

You don't usually need to pay a fee to exercise your rights. If you make a request, we have one calendar month to respond to you.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

5. How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office
Wycliff House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>