



JAG Endoscopy Training System (JETS), Gastrointestinal nursing (GIN) programme and National Endoscopy Database (NED) data processing statement

Under the General Data Protection Regulation (GDPR), the RCP must provide comprehensive information on how records and information about living people are being collected, used and disposed of. This processing statement explains what data the JAG team holds about you, why we hold it, how we protect it and how you can access your rights.

What we do with your data

The JAG team maintains information about you in order to provide you with a service and information about JETS, NED and GIN and associated opportunities.

Why we need to collect and use your data

The JAG team must maintain up to date contact details to communicate as appropriate. Information on an individual's performance or other information added to enable us to deliver a service.

Who we share your data with outside the RCP

The JAG team may share some of your data with other organisations as appropriate.

Your data will also be shared with any assessors allocated to your certification, and also the assessment centre administration team.

How we protect your data outside the territories covered by the GDPR

All information managed by JAG is held and used within the UK.

How long we keep your data and why

The JAG team keep data relating to individuals until you wish to have information withdrawn. Any user log-ins will be deleted upon request from the individual or screening centre.

Please be advised that any accreditation documentation, reports and outcomes will be kept on file.

Your rights to:

- **access your data (Article 15)**
- **have a copy in a standard format (Article 20)**
- **restrict the use of your data (Article 18)**
- **stop your data being used (Article 21)**
- **have data deleted (Article 17)**

You have the right to access information which identifies you as a living person, held on RCP systems (Article 15). You also have the right to a copy of your data in a standard format, where technically possible (Article 20). For more information please contact the data protection officer.

Your data will no longer be used in the event that you withdraw from the scheme. Any personal information will be deleted from our webtool and RCP files, though any accreditation reports will be kept.

Who to contact at the RCP and how to complain

Contact the data protection officer if you have queries or concerns about the above.

If you are not satisfied with the service provided by the RCP, you have the right to complain to us (askJAG@rcplondon.ac.uk) or the UK regulator, the Information Commissioner. See their website for further information on GDPR and your rights.

If the use of your data changes, we will update this statement to reflect that. Regularly reviewing this information ensures you remain aware of what data we hold and use.

Further information

The data that is added to JETS, GIN and/or NED:

- Shall be obtained only for the purpose of populating JETS, GIN and/or NED, and shall not be further processed in any manner incompatible with that purpose.
- Will be kept secure indefinitely, but can be removed from the server at any time by e-mailing a request to askjag@rcplondon.ac.uk
- Will not be transferred or shared outside of the United Kingdom
- May be used anonymously for national audits and research
- Trainee data will only be accessible by:
 - Yourself
 - Training leads, clinical leads or nominated depute of any trust(s) or organisation(s) you are a currently a member of
 - Trainers of any any trust(s) or organisation(s) you are a currently a member of who you have setup a list on the system with
 - Regional training programme directors if they select a job title of Specialist Registrar, ST3, ST2, ST1, LAT or LAS.
- Independent endoscopist and trainer data will only be accessible by:
 - Training leads, clinical leads or nominated depute of any trust(s) or organisation(s) you are a currently a member of
 - Endoscopy leads of any trust(s) or organisation(s) you are a member of
- Demographic details within your portfolio will be accessible by:
 - Trust administrators of any trust(s) or organisation(s) you are a currently a member of
 - Course administrators and course faculty for courses you book onto using the JETS system
- Anonymised data collected in the NED will be used for research. Applications for research will be reviewed and granted by the JAG
- Data collected by the NED will be used by JAG to support quality assurance activity

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The site does store e-mail addresses on its secure server. The site stores basic demographic data including date of birth, contact details and professional role. This information is used to ensure the correct allocation of an individual's performance data. We do analyse the server log files which contain details of the Internet address (IP address) of computers using the site, pages looked at, the times of day, and the type of web browser used. It's important to note that none of this information is linked to individuals. All feedback to the site made via email or feedback forms remains strictly confidential.

We do not sell or pass on any of the above information to any other organisations or use them for any other purpose.

Professional contact details provided on this site are either taken from public sources, or given to us knowingly and with permission.

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Some links in this website may lead you to external web pages outside the JETS/ NED website. These linked sites are not under the control of the JAG, and the JAG is not responsible for the contents of any linked site or any link contained within a linked site, or any changes or updates to such sites. The JAG is providing these links to you only as a convenience, and the inclusion of any link does not imply endorsement by the JAG of the site.

FREEDOM OF INFORMATION ACT 2000

The JAG publishes and responds to requests for information in accordance with the Freedom of Information Act 2000.

The JAG's commitment to publish information excludes any information which can legitimately be withheld under the exemptions set out in the Freedom of Information Act 2000. This means that sometimes not all of the material can be made available for publication, or the material made available may be edited. The Freedom of Information Act 2000 has 23 clauses of exemptions. This applies to most Classes within the Publication Scheme.

If the information you require is not accessible on our website or that of another organisation, please contact askjag@rcplondon.ac.uk. Information can only be processed if you provide, in writing, your name and address.

RIGHTS OF ACCESS TO INFORMATION

In addition to accessing the information identified on the JAG's website, you are entitled to request information about the JAG under the Freedom of Information Act 2000. The Freedom of Information Act recognises that, as a member of the public, you have the right to know how public services such as the NHS are organised and run, how much they cost and how you can make complaints if you need to. You have the right to know which services are being provided, the targets being set, the standards of services expected and the results achieved.

This means that sometimes not all the information can be made available for publication or the material may be edited. You are also entitled to access any personal information held about you. For advice on how to do this please contact: askjag@rcplondon.ac.uk.

ACCESSIBILITY

The JAG is committed to making this website accessible to people with disabilities.

If you rely on assistive technologies (such as Braille or screen readers) to access the web and encounter problems visiting this site, please report this by sending an email to: help@weblogik.co.uk.