

## **IEHC Coaching and Mentoring Scheme (I-CAM)**

### **PRIVACY NOTICE**

#### **1. Introduction**

The Institute of Epidemiology and Health Care (IEHC) Coaching and Mentoring Scheme (I-CAM) respects your privacy and is committed to protecting your personal data.

Please read this Privacy Notice carefully – it describes why and how we collect and use personal data and provides information about your rights.

We keep this Privacy Notice under regular review. It was last updated on 1<sup>st</sup> December 2021.

#### **2. About us**

I-CAM is part of the IEHC at University College London (UCL).

UCL, a company incorporated by Royal Charter (number RC 000631), is the entity that determines how and why your personal data is processed. This means that UCL is the ‘controller’ of your personal data for the purposes of data protection law.

#### **3. Personal data that we collect about you**

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

We may collect, use, store and transfer different kinds of personal data about you. This may include:

- Your name and contact details;
- ‘Special category’ data about you (this may include details about your race or ethnicity, religious or philosophical beliefs, sexual orientation, political opinions, trade union membership, information about your health etc.);

#### **4. How we use your personal data**

We will only use your personal data when the law allows us to. I-CAM was set up to address the demand for mentoring amongst staff members and to support career progression and professional development.

We will use your personal data in the following circumstances:

- **To register you onto the I-CAM programme and to manage our relationship with you.**
- **To match you with a coach/mentor or coachee/mentee if this is requested.** This may include matching by special category personal data such as age, sex, ethnicity, disability or sexual orientation. Here, the collection and processing of your information is carried out on the basis of your explicit consent.

Where the processing is based on your consent, you have the right to withdraw your consent at any time by contacting us using the details set out below. Please note that this will not affect the lawfulness of processing based on consent before its withdrawal.

We may also use anonymised data, meaning data from which you cannot be identified, for the purposes of evaluating participation in I-CAM.

Anonymised aggregate data may also be used in published reports or journals and at conferences.

#### **5. Who we share your personal data with**

Your personal data will be collected and processed primarily by our staff and UCL. Access to your personal information will be limited to staff who have a legitimate need to see it for the purpose of carrying out the tasks outlined in section 4.

#### **6. Lawful basis for processing**

Data Protection Legislation requires that we meet certain conditions before we are allowed to use your data in the manner described in this notice, including having a "lawful basis" for the processing. The basis for processing will be as follows:

- Public task. The processing of your personal data may be necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in us.

For special category personal data, the following lawful bases for processing will be used:

- Consent. You have given us your consent for processing your personal data.

#### **7. International transfers**

We do not transfer your personal data outside of UCL.

#### **8. Information security**

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. We have established procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

#### **9. Data retention**

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

We will keep your personal data according to the [Records Retention Schedule](#).

## **10. Your rights**

Under certain circumstances, you may have the following rights under data protection legislation in relation to your personal data:

- Right to request access to your personal data;
- Right to request correction of your personal data;
- Right to request erasure of your personal data;
- Right to object to processing of your personal data;
- Right to request restriction of the processing your personal data;
- Right to request the transfer of your personal data; and
- Right to withdraw consent.

If you wish to exercise any of these rights, please contact the [Data Protection Officer](#).

## **Contacting us**

I-CAM is co-ordinated by Institute's Equality Action Group. If you would like more information, please contact Julia Bailey ([julia.bailey@ucl.ac.uk](mailto:julia.bailey@ucl.ac.uk)) or Richard Marsh ([r.marsh@ucl.ac.uk](mailto:r.marsh@ucl.ac.uk)) or Sydonnie Hyman ([sydonnie.hyman@ucl.ac.uk](mailto:sydonnie.hyman@ucl.ac.uk)).

Please note that UCL has appointed a Data Protection Officer. If you have any questions about this Privacy Notice, including any requests to exercise your legal rights, please contact our Data Protection Officer ([data-protection@ucl.ac.uk](mailto:data-protection@ucl.ac.uk)).

## **11. Complaints**

If you wish to complain about our use of personal data, please send an email with the details of your complaint to the [Data Protection Officer](#) so that we can look into the issue and respond to you.

You also have the right to lodge a complaint with the Information Commissioner's Office (**ICO**) (the UK data protection regulator). For further information on your rights and how to complain to the ICO, please refer to the [ICO website](#).