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WALES

Addysg a Gwellu Iechyd  
Cymru (AaGIC)  
Health Education and  
Improvement Wales (HEIW)



# Pharmacy Technician Advanced Practice Framework Project survey Privacy Notice

## 1. Introduction

The Pharmacy Technician Advanced Practice Framework has been developed collaboratively between Health Education and Improvement Wales (HEIW) and the Association of Pharmacy Technicians UK (APTUK). The draft framework is intended to provide clarity on the skills and competencies required for existing and emerging advanced practice roles. The purpose of this survey is to obtain feedback on the draft framework. Your rights in relation to the completion of the survey are outlined below.

## 2. Your rights

This leaflet covers your rights to be informed under a new law called the General Data Protection Regulation (GDPR). It emphasises HEIW's need to make sure that we explain how we use your information during this survey process. The information we give you about our use of your information will be:

- Brief, easy to read and easily accessible;
- Written in clear, plain language; and
- Free of charge.

## 3. What laws do we use?

The law determines how we can use your information. The laws we follow that allow us to use your information are listed below:

- General Data Protection Regulation
- UK Data Protection Bill
- Human Rights Act
- Freedom of Information Act
- Common Law Duty of Confidence - Confidentiality
- Computer Misuse Act
- Audit Commission Act
- Regulation of Investigatory Powers Act

Health Education and Improvement Wales (HEIW) is the organisation that administrates the processes that involves the collection of data through their own surveys and is the holder of the information provided by you for this process.

## 4. What types of information do we use for this process?

To complete this survey you will not need to disclose any personal information.

## 5. What is the purpose of processing information?

The data captured in this survey will be used to:

- Inform the development of the Pharmacy Technician Advanced Practice Framework

## 6. Sharing your information

The survey data will be shared with the Association of Pharmacy Technicians UK (APTUK) who are the project sponsors.

## 7. Security of your information

The survey is anonymous, therefore HEIW will not be able to identify you or retrieve your survey response.

HEIW takes responsibility to look after all information, in particular personal information very seriously. This is regardless of whether it is electronic or in paper form.

For processes involving personal information, we employ someone who is responsible for managing information and its confidentiality to ensure:

- All personal information is protected; and
- inform those involved how it will be used.

All staff are required to undertake training on a regular basis. Comprehensive training is required to help protect the information that has been given, used and processed by HEIW.

The training makes sure that all staff working in HEIW (including the wider NHS), are aware of their responsibilities about the handling of information regardless of the department that they work in.

## 8. Permission (consent)

The completion of the survey will constitute consent.

### Keeping your information

We will only store information for as long as necessary, in this case the life of the project.

Records are stored in line with Records Management Code of Practice for Health & Social Care's retention and disposal schedule.

### Making a complaint

If you wish to make a complaint about any issues you have experienced regarding your information, then please contact:

Dafydd Bebb  
Ysgrifennydd y Bwrdd/Board Secretary  
Addysg a Gwellu Iechyd Cymru/Health Education and Improvement Wales  
Ffôn/Tel: 079 7130 0537  
Epost/email:dafydd.bebb@wales.nhs.uk

If you are still unsatisfied following your complaint and this remains unresolved, you have the right to make a complaint to the:

Information Commissioner's Office, 2<sup>nd</sup> Floor, Churchill House, 17 Churchill Way, Cardiff, CF10 2HH. Email: [wales@ico.gsi.gov.uk](mailto:wales@ico.gsi.gov.uk). Website: [www.ico.org.uk](http://www.ico.org.uk)

### Further information

For more information relating to this leaflet or questions on the content of the information to be used for the survey, please contact:

Education Officer  
Addysg a Gwellu Iechyd Cymru (AaGIC) / Health Education and Improvement Wales (HEIW)  
Ffôn: 01443 846321 e-bost: / email: [Rebecca.chamberlain2@wales.nhs.uk](mailto:Rebecca.chamberlain2@wales.nhs.uk)