

## Appendix 3 – Consent to involve HEE for additional support and/or advice.

The following support can be offered to pharmacy trainees on HEE commissioned placements:

- Signposting to additional support and guidance and ensuring all options have been explored
- Advice regarding action planning
- Advice regarding extensions or amendments to the training period, including requests for part time working or breaks in training

To request support from HEE please contact your Regional Facilitator. The only information supplied should be the training location, trainee name and contact details and designated supervisor name and contact details. **Please avoid using email to contact HEE regarding trainees requiring additional support.**

On receipt of a request a member of the HEE pharmacy team will make contact with the trainee and designated supervisor.

### **How do we process your personal data?**

HEE complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

The information that you supply to request additional support from HEE will be collected electronically via Jisc Online Surveys. It will be stored safely in accordance with all the relevant information governance standards and HEE policies and procedures. It will be kept for no longer than two years and will be securely deleted in accordance with our governance procedures.

### **We use your personal data for the following purposes:**

- 1. To provide additional guidance and/or support to a trainee and/or the educational supervisor**
- 2. To inform HEE finance teams of any change to the training period and/or breaks in training**

## **Transfer of Data Abroad**

We will not transfer your data abroad. Please note, however, that AWS hold their information in the Republic of Ireland.

We may share information, where necessary, to assist in the administration of justice, for the purposes of seeking legal advice or exercising or defending legal rights or as otherwise required by the law.

Where the data is used for analysis and publication by a recipient or third party, any publication will be on an anonymous basis, and will not make it possible to identify any individual. This will mean that the data ceases to become personal data.

## **Your Rights**

The GDPR provides the following rights for individuals:

1. The right to be informed
2. The right of access
3. The right to rectification
4. The right to erasure
5. The right to restrict processing
6. The right to data portability
7. The right to object
8. Rights in relation to automated decision making and profiling.

To exercise all relevant rights, or for queries or complaints please in the first instance contact: [GPPreRegPharm@hee.nhs.uk](mailto:GPPreRegPharm@hee.nhs.uk)

## **Our Legal Basis for Processing**

You can obtain further information relating to HEEs legal basis for processing by viewing our privacy notice at <https://hee.nhs.uk/about/privacy-notice>

## **Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

I consent to my training location, name and contact details being supplied to HEE

Trainee name.....

If you wish to withdraw your consent at any point please contact: (add regional email)

**Please retain this form at the training site.**