

GCRB Privacy notice

Introduction

The purpose of this Privacy notice is to describe the types of information that we collect from you when you are registered with us, or contact us, and to explain how we use that information. This is in line with General Data Protection Regulation (GDPR) which came into effect 25 May 2018. This Privacy Notice refers to the storage and usage of all data, however, it is only personal data not available in the public domain which is covered by the new GDPR legislation – not, for example, work contact details or role information.

We are committed to safeguarding the privacy of your personal data. Your personal information will be held strictly in accordance with the Data Protection Act 2018 and the General Data Protection Regulation 2016. The purpose of this notice is to tell you what you can expect when the Genetic Counsellor Registration Board (GCRB) collects personal data. It includes information we collect about:

- 1. Individuals on our register or involved in one of our registration processes**
- 2. Expense claims**
- 3. Enquiries, other information requests and complaints**
- 4. Individuals involved in fitness to practise cases**

1. If you are on our register or involved in one of our registration processes

The GCRB is the **data controller** for any information collected during the registration process. The personal information we hold includes: your name, address, email address, other contact details, place of work or study, and any other information we require to maintain our register and protect the public.

If you are applying for registration, we will ask you and your referees for information about you. You need to supply this information and evidence in order for your application to be considered and processed.

If you are going through the renewal of registration process we will also need information about you including your name, contact information, where and when you have been working, and details of the continuous professional development (CPD) you have completed. As part of this process we also require information about your referees, including their names and registration numbers (if they are registered with the GCRB).

Why we process your information

We are storing personal data in order to maintain our register and keep it accurate and up to date. This processing is necessary for our legitimate interests which are acting to protect the public in relation to genetic counselling in the UK.

We will process your information in order to:

- **Maintain a public register**

- **Manage expenses claims**
- **Respond to enquiries and complaints**
- **Carry out fitness to practice investigations.**

More specifically we use your information to:

- process registration and renewal of registration applications
- record and update your registration and maintain the register
- contact you about your application and ask for further information
- investigate any concerns we have about your application or registration
- provide you with updates and reminders about your registration
- help you with any queries
- process your registration fee
- operate your GCRB Online account
- communicate with you about any relevant developments.

What information may be shared

We maintain a public register of registered genetic counsellors on our website. We publish the full name of each registrant, and their personal identification number. In order to protect the public we will publish when a genetic counsellor, who is on our register, has restrictions on their practice or a caution order or has been suspended or removed from our Register and when they are not allowed to practice as a GCRB Registered Genetic Counsellor.

We do not publish addresses on our public register but we do include details of the genetic counsellor's geographical work area to assist those searching the register to identify individuals.

2. Expense claims

If you wish to claim expenses from the GCRB we request your name, contact details and bank details. You do not have to provide this information but if you do not we may not be able to pay your expenses.

Why we collect it?

This information is collected to pay the expenses and send you remittance advice.

Do we share it with anyone?

Personal information relating to expenses claims are held by the treasurer. They may be shared with the accountants as part of the process of auditing the GCRB accounts but all personal data is treated as confidential.

3. Enquiries, subject access request (SAR), Freedom of Information requests (FOI) and complaints

The information we collect:

When you make an enquiry, an SAR, FOI or a complaint about a registrant or the GCRB (either by email or in writing) we will create an electronic file. This may include scanned copies of original documents. This file will normally include the name and contact details of the person making the enquiry or complaint, and may include the names of any individuals included in the complaint.

We will normally securely destroy hard copy documents after they are scanned in line with our [data retention policy](#), unless you have specifically asked us to return the documents.

Why we collect it?

If you are making an enquiry or complaint we will use the details you have provided us with to process the enquiry or complaint and to provide you with a response.

Do we share it with anyone?

It may not be possible to investigate a complaint about an individual member of the GCRB without disclosing your details to them. This is to allow us to fully understand the complaint. If you wish to remain anonymous we will try to respect this but it may mean we are unable to investigate your complaint as fully.

The legal basis for processing your information

Any personal data we process and store to answer enquiries and/or complaints is because it is necessary to perform a task carried out in the public interest. If you object to us using your personal data for this reason you can email us at enquiries@gcrb.org.uk.

Visitors to our website

The GCRB does not currently collect data about visitors to our website. If we do ever want to collect personally identifiable information, such as inviting people to take part in consultations, we will make this clear and explain what we intend to use the information for. Currently the GCRB website does not use cookies.

5. If you are involved in a fitness to practise investigation

One of our core objectives is to protect the public. To achieve this we have a fitness to practise process to investigate concerns about people on our register. Our case examiners and practice committees will take action where appropriate.

During the fitness to practise process we will usually handle personal information about a range of people including:

- the registered genetic counsellor subject to a referral

- the person who has made the referral (referrer)
- witnesses
- patients
- employers
- colleagues and other staff connected to the referral

Due to the nature of the fitness to practise processes we may receive sensitive information including special category personal data. These data could include information about health, disabilities and criminal convictions and cautions.

For more details relating to fitness to practice investigations see our [indicative sanctions policy](#).

The legal basis for processing your information

We are required by the Professional Standards Authority to maintain our register and keep it accurate and up to date. It is necessary for your personal data to be processed in the public interest and to protect public safety. Personal information linked to the payment of expenses claims is processed by the GCRB as a legitimate interest.

Your rights

The GCRB respects the rights of individuals to be in control of their own data. Subject to some legal exceptions you have the right to:

- The right to be informed
- The right of access (subject access requests)
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and processing.

Where data is stored

Personal data may be:

- obtained through the GCRB website which is hosted by a server in Denmark
- stored securely through a password protected Dropbox account ([Dropbox GDPR notice](#)) with servers in the USA.
- stored in hard copy with the GCRB treasurer (if relating to expenses claims) in a locked filing cabinet in Glasgow.
- or the Administrator may retain some personal information on a password protected hard drive in Surrey.

Retention and disposal of data

In the interests of protecting public safety the GCRB will retain personal information indefinitely. However personal data relating to expenses claims will be disposed of after 5 years. The GCRB sets out in detail its policy for the retention and disposal of information to ensure that we carry this out consistently and that we document any actions taken. Full details of how we do this can be found in our [data retention policy](#).

The Data Controller

The GCRB is the Data Controller for any personal data that you give us. If you have a question or request in relation to your personal information please send it either to the Administrator at enquiries@gcrb.org.uk or to the Data Protection Officer.

Selina Goodman is our Data Protection Officer. Selina's contact details are:

Selina Goodman, c/o GCRB Administrator
 46 Park Hill
 Carshalton Beeches
 Surrey SM5 3RU
 Email: selina.goodman@plymouth.ac.uk