

## Policy on Information

The Register of Clinical Technologists (RCT) complies with the Data Protection Act 1998 and the General Data Protection Regulations which came into force in May 2018.

When you register with the RCT you give personal details on the application form such as your address, qualifications, date of birth, email address, home address, work address, etc. This information is important as it allows us to keep in touch with you and keep you informed about changes to your registration.

The RCT keeps this information secure and will not reveal it to any third parties. All members of the RCT Management Board and those who work on behalf of the RCT Management Board are bound by the Data Protection Act and are fully aware of their obligations to keep the data confidential and secure.

The RCT sometimes receives requests for statistics about the number of registrants by, for example, age, area, or gender. We do release these statistics but we make sure that no registrant can be identified: non-identifiable data is not covered by the Data Protection Act.

The information that we publish about you in the online register is your name, registration number, approximate geographical area of practice, scope of practice and the date your registration started. It is important that you keep the RCT informed of any changes to your personal details so that we are able to keep touch with you. We also publish information on your registration status showing, for example, whether you are currently subject to any professional conduct proceedings. This is a requirement of the Professional Standards Authority for the RCT's accredited register status.

**Name change:** If you have changed your name you must send us a certified photocopy of the relevant document (e.g. marriage certificate).

**Home address:** We ask you to give us your main home address. This address is not published on the publicly available register but is required by us for the RCT correspondence.

**Work address:** The work address you give us should be for your main place of work. The online register will only show the approximate geographical area in which you practice (e.g. Cambridge). If you are not currently practising you can leave this section blank and contact us as soon as you are able to give us a work address.

**Telephone number(s):** Telephone numbers are required for contact by the RCT only. This information is not made available to third parties. If you do not wish to have contact by telephone simply leave the space blank.

**Email address:** Email communication is used by the RCT to inform you of relevant issues relating to registration, so it is important that you tell us your email address.

### **Data retention, disposal of information and archive periods**

The RCT Policy on Information should be read in conjunction with IPEM's 'Information retention and disposal policy' (document 01-20-15 0032) which provides full details on data retention,

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disposal of information and archive periods affecting the RCT. This is because IPEM provides the administrative support to the RCT. The relevant sections of this document are shown overleaf.

### **IPEM Information Retention and Disposal Policy**

The Institute of Physics and Engineering in Medicine (IPEM) holds a great deal of important information that is crucial to the running of the organisation. The objective of IPEM's 'Information Retention and Disposal Policy' is to provide staff and volunteers a specific retention period for different types of data and information, which balance the need to store information with the obligations to destroy the data when it is no longer required. The archive periods (minimum retention periods) shown in this document are either legal requirements or industry standard.

This policy applies to information in all its forms. It may be on paper, stored electronically or held on film, microfiche or other media. It includes text, pictures, audio and video. This policy applies to all staff and volunteers of the IPEM.

Staff and volunteers have an obligation to dispose of personal, confidential and business critical information in a secure manner, once the retention periods for the record has passed. It is IPEM's policy to dispose of data within one year of the minimum retention period.

For confidential paper information, including personal information and sensitive personal information, staff and volunteers must cross shred and/or put into the confidential waste bins.

For confidential, electronic information:

- DVDs/CDs must be shredded and then put into the recycling
- Computer hard drives and external storage media (such as USB Sticks) must be wiped with a suitable software tool. No unencrypted data should be left on these types of media before re-using/recycling/disposal

The IPEM Trustees have agreed the following minimum retention periods for RCT data:

Description	Record	Minimum Retention Period	Action
Registration	RCT application forms, CVs, Certificate Diplomas	Length of Registration & 2 Years	Disposal within 1 year
Disciplinary Case (RCT)	Disciplinary: record of investigation where allegations are unsubstantiated	Conclusion of investigation+ 6 months ( a note may be retained showing investigation took place but allegation was unsubstantiated)	Destroy within 1 year of MRP (See Note)
	Disciplinary: record of investigation where allegations are substantiated	Life of the Organisation	Keep Permanently

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### Privacy Policy

The RCT is covered under the IPEM Privacy Policy (document 01-20-18 0460). Section 3.7 of the Privacy Policy refers to RCT applicants and Section 3.8 of the Privacy Policy refers to RCT registrants.