

NGA Privacy Notice

The NGA is part of the Royal College of Obstetricians and Gynaecologists (RCOG) and is commissioned by the National Institute for Health and Care Excellence (NICE) to develop health and social care guidelines in England and Wales. The NGA requires your personal data to enable recruitment of committee chairs and members to take place in line with the NICE policy for their appointment and for guideline committee business to be undertaken as commissioned by NICE.

The NGA via the RCOG and NICE must comply with confidentiality regulations and data protection law, for example the Caldicott Principles, GDPR 2016 and Data Protection Act 2018. Therefore the NGA will only process your personal data in accordance with the law using NICE's lawful basis for processing as outlined in the [NICE Privacy Notice](#) and the [NICE: Appointments to Public Advisory Bodies Policy and Procedure](#).

Successful applicants

For successful applicants, the NGA will:

- Collect and store your recruitment documentation (application form, CV, covering letter, declaration of interests form, confidentiality form, references and interview notes) and use the personal data contained within to:
 - Contact you and provide administration services on your behalf (using your name, address, telephone numbers, fax, email addresses) as part of guideline development.
 - Share your name, email address and professional details with other guideline committee members as part of guideline development.
 - Share your name, job title and place of work with NICE for publication in the list of Guideline developers provided in printed versions of the Guideline and on the NICE website.

The NGA will retain your personal data in accordance with both the RCOG and NICE retention schedule. The duration of the processing will continue throughout guideline development and be deleted 6 years after the appointment ends, with the exception of declared interests which will be retained for the duration the guidance remains in place.

Unsuccessful applicants

For unsuccessful applicants, the NGA will collect and store your recruitment documentation (application form, CV, covering letter, declaration of interests form, references and interview notes) and use the personal data contained within (name, address, telephone numbers, fax, email addresses) to contact you and provide administration services on your behalf as part of guideline development in the context of recruitment. The NGA will retain your personal data in accordance with both the RCOG and NICE retention schedule. All data will be destroyed 6 months after the position has been filled.

Monitoring equality

The NGA ensures compliance with NICE's privacy notice <https://www.nice.org.uk/privacy-notice> and abides by the Royal College of Obstetricians and Gynaecologists' Data Protection Policy <https://www.rcog.org.uk/en/about-us/policies/data-protection-policy/>

Each applicant is asked to complete an equality monitoring form. The NGA will separate these from the rest of the application and delete this after the anonymised information has been collated. The equalities information will not be made available to the appointments panel. The anonymised equality monitoring information will be forwarded to the NICE Corporate Office each year for inclusion in the NICE annual equality report.

Other information

The NGA will only process your personal data for and on behalf of NICE and will not process or use the personal data for any other purpose. The NGA will not share or disclose your personal data with any other third party unless specifically directed to do so by NICE.

Electronic data and databases are stored on secure computer systems and the NGA controls who has access to information using both physical and electronic means. NGA staff receive data protection training and maintain a set of data protection procedures which staff are required to follow when handling your personal data.

Your consent to processing your personal data in the above way will also be retained and regularly reviewed for accuracy and currency while the NGA will also check the data for accuracy. If the NGA considers that any of the NICE instructions for processing data infringe the Data Protection Legislation it will notify NICE immediately.

Your rights

You have the right to ask for a copy of the information we hold about you, and have any inaccuracies in your information corrected, or details deleted. This is known as a "Subject Access Request" (SAR). To make a request for any personal data we hold, you need to read the RCOG's [SAR guidance](#) and submit the SAR form. Once received the NGA will notify NICE. For more information about SAR's, please contact the RCOG's Data Protection team at dataprotection@rcog.org.uk.

Contact details

If you have a question or complaint in connection with personal data processed by the NGA, please [email](#) or write to the NGA in the first instance:

National Guideline Alliance (NGA)
Royal College of Obstetricians and Gynaecologists
27 Sussex Place
Regent's Park
London NW1 4RG

If you have been unable to resolve concerns that equality and fairness were not observed during the recruitment process with the NGA, these can be considered through NICE's [general complaints process](#) by contacting complaints@nice.org.uk.

Data Protection Officer
NICE
Level 1a, City Tower
Piccadilly Plaza
Manchester
M1 4BT

If you feel the NGA has not met its responsibilities under the GDPR regulation and that your complaint has not been resolved through discussion with NGA and NICE, you have a right to The NGA ensures compliance with NICE's privacy notice <https://www.nice.org.uk/privacy-notice> and abides by the Royal College of Obstetricians and Gynaecologists' Data Protection Policy <https://www.rcog.org.uk/en/about-us/policies/data-protection-policy/>

request an independent assessment from the Information Commissioner's Office (ICO). You can find more information on their [website](#).

*If you receive unsolicited telephone calls or correspondence connected with your role in the Guideline Committee or any aspect of the Guideline under development, please report the details of the person who contacted you, their organisation and the nature of their enquiry or comment to media team (nice@nice.org.uk) at NICE.

The NGA ensures compliance with NICE's privacy notice <https://www.nice.org.uk/privacy-notice> and abides by the Royal College of Obstetricians and Gynaecologists' Data Protection Policy <https://www.rcog.org.uk/en/about-us/policies/data-protection-policy/>