

Academy of Medical Educators Data Protection Policy

Policy Statement



1. Introduction

The Academy of Medical Educators (AoME), established in 2006, is a charitable organisation which exists to advance medical education for the benefit of the public.

It is the professional organisation for all those involved in the training and education of doctors, dentists, veterinary surgeons and physician associates

The Academy is the standard setting body for medical educators in the UK. Its Professional Standards define the level of competence that medical educators should achieve at each point in their careers. The Standards provide a recognised framework for professionals to demonstrate expertise in medical education through accreditation as a medical teacher. Recognition by AoME demonstrates skills and competence when applying for revalidation, promotion and approval as a trainer.

The Academy has over 900 members across the UK and beyond, who benefit from: access to a network of medical educators at every level of career progression; regular newsletters, mailings and updates via the online community; a programme of academic meetings and events, including the annual Calman Lecture and national spring and autumn conferences; special interest groups; AoME awards and prizes, and support in applications for national and local awards.

To carry out its objectives, the Academy needs to collect and use certain types of information about people with whom it deals in order to operate. These include current, past and prospective Members and Fellows, employees, trainees, suppliers, clients, customers, and others with whom it has business or with whom it communicates. In addition, it may occasionally be required by law to collect and use certain types of information of this kind to comply with the requirements of government departments for business data, for example. AoME has reviewed its data protection policy to ensure its compliance with the General Data Protection Regulation 2018.

2. The Academy's commitment

The Academy of Medical Educators regards the lawful and correct treatment of personal information as essential to the efficient and successful conduct of its business. It also recognises that it is crucial to fostering and maintaining confidence between the Academy and those with whom it deals.

To this end the Academy is committed to ensuring that it treats personal information lawfully and it fully endorses and adheres to the Principles of Data Protection, as enumerated in the Data Protection Act 1998. To ensure transparency and correct governance in its handling of personal information, the Academy has developed and implemented policies, procedures and controls to ensure that it complies with good practice in data protection.

3. Data we process and hold

AoME collects and processes data in respect of applications for recognition as a Member or Fellow (henceforth "member" denotes both Member and Fellow for the purposes of this document) as detailed in its privacy statement. Data includes both personal and professional details limited to that

which ensures an accurate and fair assessment of a medical educator's competence measured against the Professional Standards and which allows AoME to maintain a relationship with the member as would be expected from a professional body.

AoME is registered with the Information Commissioner's Office, registration no. Z2340018

4. How we process personal data

All personal data pertaining to individual members of, or applicants, to AoME is held on our Customer Relationship Management (CRM) database, access to which is restricted to AoME administrative staff. In order to fulfil the recognition process data is made available to between one and four assessors through an online portal. Assessors may discuss an individual application in order to come to a consensus on feedback for the applicant but data is never saved locally nor copied in any other form save with the consent of the applicant. Feedback is provided to AoME staff via the online portal. The AoME Executive Committee is asked to ratify successful applications and the assessment team is also made aware of which applications have been successful through confidential email communications.

AoME uses the personal data it holds for the sole purpose of maintaining a relationship with its membership. AoME sends regular newsletters and one-off notices which include, but are not limited to, notice of meetings, events, activities, discounts, opportunities and sources of information which form part of the benefits of membership. AoME may promote the activities and opportunities offered by other relevant bodies within these communications, but it does not share personal data with any other organisation unless it has the express consent of the individual.

5. Consent

Where consent to become involved in any activity which is not core to AoME membership or involves direct communication by any other organisation is sought, AoME will do so by asking members to actively opt-in and will record the process by which consent was gained and the response received.

6. AoME and the GDPR

AoME's Privacy Notice has been produced in response to the GDPR, and informs members and applicants of their rights in relation to the data we process and hold, how they can request access and changes, and how AoME will respond.

AoME processes data on the lawful basis of legitimate interest, that is it uses personal data in a way *you would reasonably expect and which has a minimal privacy impact.*

Policy Updated: August 2020

Next Review: August 2021

Approved by Registrar: August 2020