

RCoA Privacy Policy

General

This privacy policy sets out how The Royal College of Anaesthetists (RCoA) uses and protects any information that you give us (RCoA) when you use this website.

The RCoA is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website; you can be assured that it will only be used in accordance with this privacy policy.

What we collect

There are areas within this website which may require you to actively submit information in order for you to benefit from specific features (such as uploading your CV to the e-Portfolio). At each point, you will be prompted to provide the information required to complete the task.

This information may be personal (i.e. information that could be used to personally identify you), such as your full name, email address, etc.

What we do with the information we gather

We require this information to support you with your training and professional development via the e-Portfolio system. For example, we use cookies to help us:

- Improve functionality, for example, saving your configuration settings of your home page
- Monitor site usage
- Provide feedback on the performance of our site.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

How we use cookies

A cookie is a small text file, which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets us know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, by gathering and remembering information about your preferences.

Overall, the use of cookies enables us to monitor which pages you find useful and which you do not e.g Google Analytics. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website and/or our web applications.

Please click the following link to find out what the RCoA uses cookies for and how to control their use: [Your privacy – how cookies are used by the RCoA](#)

Web Statistics

The RCoA uses log files generated by the web servers to analyse site usage and statistics but the files do not identify any personal information. Log file analysis helps RCoA understand usage patterns on the website and make improvements to the service.

Links to other websites

Our web applications and website may contain links and references to other websites. If you use these links to leave our site, you are no longer covered by our privacy policy and fall under the privacy policy of the third party website. Therefore, we cannot be responsible for the protection and privacy of any information you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Confidentiality

The RCoA takes all reasonable steps to protect any information you submit via the website, in accordance with the Data Protection Act 1998. The Data Protection Act governs the collection, retention, and transmission of information held about living individuals and the rights of those individuals to see information concerning them. The Act also requires the use of appropriate security measures for the protection of personal data.

Where you use passwords, logins, or other special access features on this site, you also have a responsibility to take reasonable measures to safeguard them.

We will not distribute your personal information to third parties unless we have your permission or are required by law to do so.

If you believe that any information we are holding on you is incorrect or incomplete, please contact us as soon as possible at the address below. We will promptly rectify any mistakes and or gaps.

The Membership Department
THE ROYAL COLLEGE OF ANAESTHETISTS
Churchill House
35 Red Lion Square
London
WC1R 4SG
Switchboard: 020 7092 1500
Fax: 020 7092 1730
info@rcoa.ac.uk

Changes to this privacy policy

If this privacy policy changes in any way, we will place an updated version on this page. Regularly reviewing this page ensures that you are always aware of what information we collect, how we use it and under what circumstances, if any, we will share it with other parties.

This Privacy Policy was last updated July 2012.