

## Privacy and copyright statement

If you are a Health Professional and register with the HPC, the information you provide will be used to update the registers, administer and maintain your registration, process complaints, compile statistics, and send you HPC guidance, news and Council election materials. We will make part of your register entries available to any enquirer as part of the published register.

The public can inspect the following information on the register:

- full name of registrant
- profession of registrant
- approximate work location of registrant
- registration number

A registrants' home address, contact details, date of birth and other data are not available to the public. HPC will not share information other than the publicly available register information with third parties, including agencies, partners or spouses.

HPC does not automatically capture or store personal information about visitors to our web site.

Applicants may apply via the on line forms, and data are captured to facilitate recognition of the applicant upon later visits to the web site.

Applicant and registrant data are only used in connection with the HPC's function under the HPO 2001. In future HPC will run an ongoing CPD monitoring programme commencing after 2005.

HPC will not supply your details to any commercial organisation, other than to process your data in accordance with the Health Professions Order 2001.

## Consent to collect personal information

In compliance with the Data Protection Act 1998, each registrant and new applicant for the HPC will be asked to give formal consent for the HPC to collect and process their personal information.

HPC must process your data to perform its functions under the HPO 2001. If you do not allow us to process your data, you may elect to be removed from the register. You will then be prevented from practising under your chosen protected title.

## Changes to your personal details

Changes to your personal details may be made in writing, or via email from your recorded email address. You should include your registered address, work address and your registration or application number for reference. If you wish to change your personal details over the telephone you will be asked security questions to confirm you are the party in question. You must inform us within 28 days if your contact or personal details change.

## Complaints about breaches of privacy

Any candidate or applicant who believes that a breach of privacy in relation to personal information held by the HPC may have occurred should, in the first instance, contact the HPC. If a candidate or applicant wishes to lodge a formal complaint about a possible breach of privacy, they should write to the Director of Information of the Health Professions Council.

## Data protection registration

The Register entry under the Data Protection Act 1998 for the Health Professions Council is Z6621691

To search the Data Protection Register and see the classes and uses of data at the HPC go to: [www.dpr.gov.uk/search.html](http://www.dpr.gov.uk/search.html) and input our registration number Z6621691

If you wish to inspect your records at the Health Professions Council you must put your request in writing enclosing evidence that you are the data subject (registrant or applicant) and a cheque for £10 drawn on a UK bank. Copies of available information will be supplied to your registered address. Please note that some items of information are confidential (this includes references), and will not be supplied.

## Copyright

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