

APPENDIX 8

Application for an Inter-Deanery Transfer

Trainee to complete and return to current Postgraduate Dental Dean/Director (PGDD)

Name							NTN			
Contact Address										
E-mail address							Contact Tel			
Specialty							Date of appointment			
Year of training <i>(circle)</i>		1	2	3	4	5	Other	Provisional CCST		
Date of most recent annual assessment						<i>(all outcome forms to date must be attached)</i>				

Reasons of application
<p>Give a <i>brief</i> outline of the reasons for your application. (A more detailed explanation (one side A4) <i>must also be attached</i> to this application)</p>

I formally apply to transfer toand confirm that all the information given above is correct. I understand that:-

- I should not approach the PGDD in the region to which I am seeking transfer directly, but that my current PGDD will do this on my behalf if s/he confirms that I have sufficient well-founded reasons for the transfer
- I may be required to be interviewed by the PGDD in the region to which I wish to transfer

In support of my application I attach:-

- copies of all annual review outcomes to date ☐
- a detailed explanation of the reason for my request ☐

Signature of trainee

Date _____

I approve the trainee's application to transfer and confirm that the NTN and training details given above are correct.

**Signature of
PGDD**

Date _____

This privacy notice is intended to provide transparency regarding what personal data HEE, NES, NIMDTA and Wales Deanery will collect about you, how it will be processed and stored, how long it will be retained for and who will have access to your data.

Trainees should be aware that this privacy notice applies to all the processing of your personal data during the course of your training by HEE, NES, NIMDTA and Wales Deanery. Your personal data is typically collected, but not exclusively, via the recruitment process, your Annual Review of Competence Progression (ARCP) and when submitting a Form R.

Those responsible for training should ensure that trainees are aware of this information. It is recommended that this privacy notice be attached to the NTN letter sent to trainees at the start of their training. This privacy notice should also be available on each of HEE, NES, NIMDTA or Wales Deanery's website.

TERMS USED IN THIS NOTICE

There are some terms that appear in the Data Protection Act 1998 that are used in this notice. These are explained below:

Personal Data: Information from which, the data subject, can be identified either directly or indirectly when the information is read in conjunction with other data that the data controller holds.

Processing: In relation to personal data, processing means obtaining, recording, sharing or holding the data or carrying out any other operation or action.

Data Subject: the individual whom the personal data is about.

Data Controller: HEE, NES, NIMDTA or the Wales Deanery is the Data Controller meaning that they determine the purposes for which and the manner in which any personal data is to be processed.

Data Processor: A data processor processes personal data on behalf of the data controller under a contract and follows strict instructions from the data controller.

Third parties: Any person/organisation that is not the data subject, data controller or data processor

Data Recipients: any person to whom the data is disclosed that processes that data on behalf of the data controller e.g. HEE, NES, NIMDTA or Wales Deanery staff and lay representatives.

Sensitive Personal Data: personal information about the data subject's racial or ethnic origin, political opinions, religious beliefs, physical or mental health condition, sexuality and criminal record or activity.

OVERVIEW

In order to manage and quality assure your training, HEE, NES, NIMDTA or Wales Deanery need to process information about you. HEE, NES, NIMDTA or Wales Deanery do so in compliance with the Data Protection Act 1998, and in accordance with the data protection principles set out in Schedule 1 of the Act. These principles require that personal data must:

- Be fairly and lawfully processed
- Be processed for a specific purpose
- When collected, be adequate, relevant and not excessive
- Be accurate and up to date
- Not be kept for longer than necessary
- Be processed in accordance with individual's rights
- Be kept secure and safeguarded from unauthorised access or accidental loss
- Only be transferred outside the European Economic Area when an adequate level of protection exists in the recipient country

PROCESSING YOUR PERSONAL DATA

HEE, NES, NIMDTA and the Wales Deanery will process your personal data for the following purposes and will usually entail the processing of your personal data on our management information systems:

1. To manage your training and programme – personal data collected for this purpose will be kept in your training file, which will usually contain your recruitment data (application form, recruitment documentation and any immigration records),

ARCP records, significant correspondence and any other information pertinent to the effective management of your training and education.

2. To quality assure training programmes and ensure that standards are maintained – via local and national quality assurance teams and methods such as the GMC national training survey.

3. To identify workforce planning targets - your data will be used to determine outputs from programmes and to inform the number of trainees required for specialties in the future.

4. Maintaining patient safety through the management of performance concerns - your personal data may be shared with the GMC should there be significant concerns regarding your fitness to practise.

5. Compliance with legal and regulatory responsibilities including revalidation.

6. To contact you about training opportunities, events, surveys and information that may be of interest to you.

Access to your personal data is restricted to the authorised team within HEE, NES, NIMDTA or Wales Deanery you are employed to manage your training. Access is also granted on a limited basis to recipients such as programme directors and lay representatives but only where necessary for a specified and legitimate purpose.

Your personal data will be retained for six years after you have left your training programme. At which point your personal data will be confidentially and securely destroyed.

PROCESSING YOUR SENSITIVE PERSONAL DATA

Your sensitive personal data will only be processed if HEE, NES, NIMDTA or Wales Deanery have received explicit consent from you or if alternative conditions of schedule 2 and schedule 3 of the Data Protection Act are satisfied or if an exemption specified in the Data Protection Act applies.

Sensitive personal data that we may need to share includes information relating to your health or criminal record should your employer or the GDC need to be made aware.

SHARING PERSONAL DATA

HEE, NES, NIMDTA or the Wales Deanery will only transfer your personal data to third parties using secure channels and where it is needed to manage your training, for instance when rotating through placements or notifying colleges of ARCP outcomes.

HEE, NES, NIMDTA or Wales Deanery will not transfer your data unless it is satisfied of the following matters.

1. That a condition of schedule 2 (and a condition from schedule 3 in relation to sensitive personal data) of the Data Protection Act is met. The most common conditions we will rely on from Schedule 2 are consent from you or that we, or the recipient organisation, have a legitimate interest in the disclosure.
2. The data will be handled by the third party in accordance with the Data Protection Act 1998.

Where the data is used for analysis and publication by a recipient or third party, any publication will be on an anonymous and aggregated basis and will not make it possible to identify any individual. This will mean that the data ceases to become personal data.

Third parties may include the following non-exhaustive list: the UK Health Departments, Medical Royal Colleges, other deaneries, the General Dental Council, NHS Trusts/Health Boards and approved academic researchers.

YOUR RESPONSIBILITIES AND RIGHTS

It is important that you work with us to ensure that the information we hold about you is accurate and up to date, so please inform HEE, NES, NIMDTA or Wales Deanery immediately if any of your personal data needs updating or correcting.

All communications from HEE, NES, NIMDTA or Wales Deanery will normally be by e-mail. It is therefore essential for you to maintain an effective and secure e-mail address, or you may not receive information about you posts and your assessments or other important news and information about your training.